

**BOARD BILL NO: # 116 INTRODUCED BY ALDERMAN STEPHEN GREGALI
COMMITTEE SUBSTITUTE**

1 An ordinance relating to position classifications and salaries of employees in the Parking
2 Division of the Treasurer’s Office and holidays and furlough days for employees of the Parking
3 Division of the Treasurer’s Office; repealing Ordinance 68120 and enacting in lieu thereof
4 certain new sections relating to the same subject matter and additional sections relating to
5 holidays and furlough days; containing an emergency clause.

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

7 **SECTION ONE.** Ordinance 68120 is hereby repealed and a new ordinance is hereby
8 enacted in lieu thereof to read as follows.

SECTION TWO. Position Classes.

9 (a) Schedule A: The following positions of the Parking Division of the Treasurer's
10 Office whose duties shall be those indicated by their respective titles and codes, are hereby
11 allocated as listed below and adopted as the classification of the Parking Division of the
12 Treasurer's Office:
13

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

1	Internal Auditor	T471	14G
2	Parking Supervisor		13G
3	Program Analyst	T501	13G
4	Budget Compliance Officer	T461	13G
5	Communication Assistant	T185	13G
6	Parking Enforcement Supervisor	T192	12G
7	Accountant I		12G
8	Assistant Supervisor	T191	11G
9	Account Clerk III	T143	11G
10	Administrative Clerk II	T137	11G
11	Parking Enforcement Officer IV		10G
12	Parking Facilities Attendant IV		10G
13	Parking Enforcement Officer III	T203	10G
14	Assistant Parking Enforcement Supv.	T194	10G
15	Parking Crew Worker III	T165	10G
16	Account Clerk II	T142	10G
17	Parking Facilities Attendant III		9G
18	Administrative Clerk I	T136	9G
19	Clerk/Secretary III	T133	9G
20	Parking Enforcement Officer II	T202	8G
21	Parking Crew Worker II		8G
22	Security Officer		8G
23	Clerk/Secretary II	T132	8G

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1	Account Clerk I	T141	8G
2	Parking Facilities Attendant II		8G
3	Parking Crew Worker I		7G
4	Security Guard		6G
5	Parking Enforcement Officer I	T201	6G
6	Clerk/Secretary I	T131	6G
7	Parking Facilities Attendant I		6G
8	Parking Assistant		5G
9	Custodian		5G
10	Parking Aide		5G

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

15	Class Title	Code	Grade
16	Parking Superintendent	T220	15M
17	Administrative Assistant IV	T624	15M
18	Director of Professional Services	T221	15M
19	Parking Facilities Manager		14M
20	Personnel Manager	T515	14M
21	Fleet Maintenance Supervisor	T421	14G
22	Parking System Analyst		13G
23	Internal Auditor	T185	12G

1 **SECTION THREE. Pay Schedule**

2 **GENERAL, PROFESSIONAL, AND MANAGEMENT PAY SCHEDULE:**

3 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G",
4 "P", or "M" shall become effective beginning with the bi-weekly pay period starting the effective
5 date of this ordinance:

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

7	GRADE	MINIMUM	MAXIMUM
8	5	706	995
9	6	766	1083
10	7	832	1181
11	8	903	1287
12	9	980	1403
13	10	1064	1610
14	11	1157	1715
15	12	1258	1902
16	13	1387	2098
17	14	1590	2405
18	15	1821	2754
19	16	2090	3164
20	17	2397	3627
21	18	2750	4163
22	19	3158	4779
23	20	3626	5485

1	21	3912	5916
2	22	4222	6385
3	23	4556	6891

4 **SECTION FOUR. Starting Salary**

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

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

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

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

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

17 (1) When an employee is promoted to a position which is only one grade higher,
18 the employee's salary shall be set at a rate which is five percent (5%) higher than the rate
19 received immediately prior to promotion. An appointing authority may approve up to a twenty
20 percent (20%) salary adjustment when such action is needed to attract experienced, qualified
21 candidates for a position. Such salary determination shall take into consideration the nature and
22 magnitude of the accretion of duties and responsibilities resulting from the promotion. However,
23 no employee shall be paid less than the minimum rate nor more than the maximum rate for the

1 new class of position.

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

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

8 (c) Reallocation:

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

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

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

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

1 except as otherwise provided in this ordinance.

2 **SECTION SIX. Salary Adjustment**

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

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

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

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

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

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1 **SECTION SEVEN. Income Sources**

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

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

17 **SECTION EIGHT. Conversion**

18 (a) All pay schedules in Section 3(1) shall continue in effect.

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

21 (c) No employee shall be reduced in salary by reason of the adoption of the new pay
22 schedules in this ordinance. The Appointing Authority may establish a special conversion
23 procedure for a class or position in the event that the Appointing Authority determines that a

1 serious inequity would be created by the application of the conversion procedures established in
2 this Section.

3 **SECTION NINE. FURLOUGHS**

4 Contingent upon the declaration of the City's Board of Estimate and Apportionment that
5 a fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of
6 City officers and employees, the Board of Aldermen hereby authorizes such mandatory
7 implementation of furloughs. As used herein the term "furlough" shall mean time off without
8 pay. In the event furloughs are implemented, the City Treasurer shall issue, consistent with this
9 ordinance, such guidelines as are necessary for setting out a process for furlough
10 implementation. A "furlough" will not affect any employee's benefits including, but not limited
11 to, health insurance, pension calculations, anniversary dates, or any employee service rating or
12 eligibility for promotion. The City Treasurer will still be required to make all appropriate
13 deductions for health insurance and pensions from the accounts for employees under the City
14 Treasurer's control.

15 All employees, except for employees on duty on the following dates in offices where the
16 City Treasurer's responsibilities require designated employees to be on duty on the following
17 dates, shall be "furloughed" for eight (8) hours on the following dates:

18 February 21 st	May 9 th
19 October 11 th	November 26 th
20 December 31 st	

21
22 The City Treasurer shall pay employees required to work on the above-referenced days
23 for such work and shall require such employees to take eight (8) hours of furlough on an

1 alternate day. All employees in positions which have been determined to be exempt pursuant to
2 the Fair Labor Standards Act shall be required to take an additional forty (40) hours of furlough
3 time in addition to the days designated above which must be taken in eight (8) hour increments
4 no later than June 18, 2011. The City Treasurer shall prepare a list of dates from which such
5 exempt employees may choose additional “furlough” dates in eight (8) hour increments, and
6 shall require each exempt employee to take a minimum of five (5) eight (8) hour increments as
7 “furlough” in addition to the “furlough” dates specifically listed above.

8 **SECTION TEN. HOLIDAYS**

9 The City Treasurer shall grant holiday leave with pay, holiday pay, or compensatory
10 holiday time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on
11 the following days:

12 <u>DATE</u>	<u>HOLIDAY</u>
13 Third Monday in January	Rev. Martin Luther King Jr. Day
14 February 12	Lincoln’s Birthday
15 Last Monday in May	Memorial Day
16 July 4	Independence Day
17 First Monday in September	Labor Day
18 November 11	Veterans’ Day
19 Fourth Thursday in November	Thanksgiving Day
20 December 25	Christmas Day

21
22 The City Treasurer shall not grant holiday leave with pay, holiday pay, or compensatory
23 holiday time off except as provided in this Section. At the end of FY 11, the paid holiday

1 schedule will revert back.

2 Employees working full-time and paid a bi-weekly rate whose pay is established in this
3 compensation ordinance shall receive leave with pay, pay or compensatory time off in lieu of pay
4 as holiday compensation in an amount that is proportionate to the number of hours the employee
5 is regularly scheduled to work in a day or shift. For example, employees working an average of
6 forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight (8) hours
7 of compensation for the holiday; employees working an average of forty (40) hours a week, four
8 (4) days a week, ten (10) hours a day shall receive ten (10) hours of compensation for the
9 holiday.

10 When the day of observance of a holiday is changed by State or Federal law, it will be so
11 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
12 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
13 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
14 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
15 preceding Friday shall be observed as the holiday.

16 The City Treasurer shall determine the manner of granting holidays. When full-time
17 employees are required to work on a holiday they shall be entitled to compensation for the
18 holiday and the hours actually worked. Compensation for the holiday shall be in an amount
19 proportionate to the number of hours an employee is regularly scheduled to work in a day or
20 shift.

21 Except as otherwise provided in this section, when a City holiday falls on an employee's
22 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
23 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day

1 or shift.

2 The holiday compensation procedures established by this section shall apply to full-time
3 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
4 holidays in proportion to the percentage of time they are regularly scheduled to work.
5 Employees paid on an hourly or per performance basis shall not be entitled to holiday
6 compensation.

7 In the event that the holiday schedule established in this section is revised, employees
8 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
9 accordingly.

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

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