



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, MAY 1, 2026 AT 10:00 AM
AGENDA NO.2**

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- 1. Call to Order**
- 2. Roll Call**
- 3. Opening Reflection or Prayer**
- 4. Announcement of any Special Order of the Day**
- 5. Introduction of Honored Guests**
- 6. Approval of Minutes of Previous Meeting**
 - a) Approval of Minutes - Monday, April 20 & Tuesday 21, 2026**
- 7. Report of City Officials**
 - a) Report of the Clerk of the Board of Aldermen**
 - b) Office of the Mayor**

I have the pleasure to submit the following individuals for appointment to the **Clean Energy Development Board (PACE)**:
Stephen Westbrooks and Emily Andrews.

I have the pleasure to submit the following individual for appointment to the **Development Disabilities Resources Commission**: Michael Fitzgerald.

- c) Office of the President**



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d) Office of the Comptroller

- 8. Petitions and Communications**
- 9. Board Bills for Perfection – Informal Calendar**
- 10. Board Bills for Third Reading – Informal Calendar**
- 11. Resolutions – Informal Calendar**
- 12. First Reading of Board Bills**

B.B. #2 - Schweitzer - An ordinance recommended by the Board of Estimate and Apportionment authorizing the City of St. Louis Water Division to accept Community Water Fluoridation Equipment Repair and Replacement funding; appropriating said funds; authorizing the expenditure of such funds, to the extent received; authorizing contracts and other documents to expend such funds, to the extent received; and containing an Emergency Clause.

B.B. #3 - Boyd - Pursuant to Ordinance Number 70333, as amended by Ordinance Number 71394, an ordinance directing the Director of Streets to install speed humps to calm the flow of traffic in the 13th Ward.

B.B. #4 - Boyd - Pursuant to **Ordinance Number 70333, as amended by Ordinance Number 71394**, an ordinance directing the Director of Streets to install speed humps to calm the flow of traffic in the 13th Ward.

B.B. #5 - Boyd - Pursuant to **Ordinance Number 70333, as amended by Ordinance Number 71394**, an ordinance directing



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the Director of Streets to install speed humps to calm the flow of traffic in the 13th Ward.

B.B. #6 - Boyd - Pursuant to **Ordinance Number 70333**, as amended by **Ordinance Number 71394**, an ordinance directing the Director of Streets to install speed humps to calm the flow of traffic in the 13th Ward.

B.B. #7 - Boyd - Pursuant to **Ordinance Number 70333**, as amended by **Ordinance Number 71394**, an ordinance directing the Director of Streets to install speed humps to calm the flow of traffic in the 13th Ward.

B.B. #8 - Schweitzer - An ordinance relating to the appointment of and salaries of certain Employees in the Collector of Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing **Ordinances Number 71966**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor

B.B. #9 - Aldridge - An ordinance pertaining to compensation for employees under the classified service amending Ordinance 71963 approved February 2025, by amending the pay schedule in Section 2(c) and amending Section 7(a) by adding a new subsection of Section 7(a)(3). The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period in which this ordinance is approved by the Mayor

B.B. #10 - Clark Hubbard - An ordinance relating to the appointment of and salaries of certain Employees in the Sheriff's Office pursuant to Section 57.530, Revised Statutes of Missouri, by



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repealing Ordinance Number 71968; allocating certain other employees to a grade with rate; and including emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

B.B. #11 - Clark Hubbard - Pursuant to Ordinance Number 7033, as amended by Ordinance Number 71394, an ordinance directing the Director of Streets to install speed humps to calm the flow of traffic on the 5100 block of Vernon Avenue in the 10th ward.

B.B. #12 - Aldridge - 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 71963; allocating certain other employees to a grade with rate; and including an emergency clause. This ordinance shall be in full force and effect from and after June 14, 2026 and shall remain in effect until amended or repealed by the Board of Aldermen.

B.B. #13 - Aldridge - Pursuant to Ordinance Number 70333, and as amended by Ordinance Number 71394, the Director of Streets is hereby directed to install speed humps to calm the flow of traffic on certain blocks in the Fourteenth Ward.

B.B. #14 - Aldridge - An Ordinance to rename certain blocks of the 14th ward.

13. Reference to Committee of Board Bills

PIFU B.B. #2, #3, #4, #5, #6, #7, #11, #13, #14



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BDGT B.B. #8, #9, #10, #12

- 14. Second Reading and Report of Standing Committees**
 - a) Do Pass Recommendation**
 - b) Do Not Pass Recommendation**
 - c) Without Recommendation**
- 15. Report of Special Committees**
 - a) Do Pass Recommendation**
 - b) Do Not Pass Recommendation**
 - c) Without Recommendation**
- 16. Board Bills for Perfection – Consent**
- 17. Board Bills for Perfection**
- 18. Report of Engrossment**
- 19. Third Reading and Final Passage of Board Bills – Consent**
- 20. Third Reading and Final Passage of Board Bills**
- 21. Report of the Finally Passed and Signing by President**
- 22. First Reading of Resolutions and Reference to Committees**

Res. #10 - Velazquez - Recognizing ALS Awareness Month 2026



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Res. #11 - Narayan, Pres. Green - Support for St. Louis May Day Action.

23. Second Reading Resolutions, Committee Reports & Adoptions

Report from the Personnel Committee

Portions of this meeting of the Board of Aldermen's Personnel and Administration Committee may be closed to the Public under the provisions of Section 610.021 (3) in order to permit the members of the Committee to discuss matters related to the hiring, firing, disciplining, or promoting of employees of the Board of Aldermen.

24. Courtesy Resolutions

Res. #7 - Clark Hubbard - NOW THEREFORE BE IT

RESOLVED by the Board of Aldermen of The City of St. Louis that we pause in our deliberations to recognize, honor, and thank Tim Ezell and wish him God Speed in his journey for years to come

Res. #8 - Aldridge - NOW THEREFORE BE IT RESOLVED by the Board of Aldermen of the City of St. Louis that we pause in our deliberations to recognize and commend the students of the Transportation Policy Pod of Saint Louis University's William L. Clay, Sr. Institute of Civic Engagement and Economic Justice, through the Center for Social Action, for their extraordinary commitment to the principles of "Higher Purpose. Greater Good." and for their lasting contributions to improving transportation, strengthening communities, and advancing the future of the City of St. Louis.

Res. #9 - Aldridge - NOW, THEREFORE, BE IT RESOLVED, that we do hereby recognize and celebrate the grand opening of



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Bella's Coffee Cafe on Washington on April 29, 2026, and commend its owners and team for their dedication to community, entrepreneurship, and the continued revitalization of downtown St. Louis;

Res. #13 - Browning - Now therefore, be it resolved by the Board of Aldermen of the City of St. Louis that we proclaim May 17, 2026, Greystone Day in the City of St. Louis.

25. Miscellaneous and Unfinished Business

26. Announcements

Monday, May 4, 2026

Budget and Public Employees — 9:30 am — Kennedy Room

Tuesday, May 5, 2026

Budget and Public Employees — 9:30 am — Kennedy Room

Wednesday, May 6, 2026

Budget and Public Employees — 9:30 am — Kennedy Room

Thursday, May 7, 2026

Budget and Public Employees — 9:30 am — Kennedy Room

Friday, May 8, 2026

Full Board Meeting — 10 am — Chambers

Saturday, May 9, 2026

Budget and Public Employees - 10am - Location TBD

27. Excused Aldermen



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28. Adjournment

29. Calendar

**SCHEDULE OF ALL FULL BOA MEETINGS AND
HOLIDAYS FOR THE
2026 - 2027 LEGISLATIVE SESSION**

**(These meeting dates may change and/or additional ones added
throughout the**

**session) Tuesday, April 21, 2026 Annual Meeting of the Full Board
(Begins the BOA
2026-2027 Legislative Session)**

Friday, May 1, 2026 Full Board Meeting (First day to introduce board
bills)

Friday, May 8, 2026 Full Board Meeting

Friday, May 15, 2026 Full Board Meeting

*Thursday, May 21, 2026 Full Board Meeting (Meeting held Thursday
instead of Friday,*

May 22, 2026 due to Memorial day Holiday)

Monday, May 25, 2026 Office Closed – Memorial Day Holiday

Friday, May 29, 2026 Full Board Meeting

Friday, June 5, 2026 Full Board Meeting

Friday, June 12, 2026 Full Board Meeting

*Thursday, June 18, 2026 Full Board Meeting (Due to Juneteenth
Holiday on Friday, June 19, 2026)*[\[1\]](#)

Friday, June 19, 2026 Office Closed - Juneteenth Holiday

Friday, June 26, 2026 Full Board Meeting

*Thursday, July 2, 2026 Full Board Meeting (Due to July 4th Holiday
observed on Friday, July 3, 2026, by the City)*

Friday, July 3, 2026 Office Closed – July 4th Holiday



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Friday, July 10, 2026 Full Board Meeting – (Summer Break Begins After this Meeting)

Monday, September 7, 2026 Office Closed – Labor Day Holiday

Friday, September 11, 2026 Full Board Meeting (Summer Break Ends)

Friday, September 18, 2026 Full Board Meeting

Friday, September 25, 2026 Full Board Meeting

Friday, October 2, 2026 Full Board Meeting

Friday, October 9, 2026 Full Board Meeting

Friday, October 16, 2026 Full Board Meeting

Friday, October 23, 2026 Full Board Meeting

Friday, October 30, 2026 Full Board Meeting

Friday, November 6, 2026 Full Board Meeting

Wednesday, November 11, 2026 Office Closed- Veterans Day Holiday

Friday, November 13, 2026 Full Board Meeting

Thursday, November 19, 2026 Full Board Meeting

Thursday, November 26, 2026 Office Closed -Thanksgiving Holiday

Friday, November 27, 2026 Office Closed -Thanksgiving Holiday

Friday, December 4, 2026 Full Board Meeting **29. Calendar – (cont.)**

Friday, December 11, 2026 Full Board Meeting – Winter Holiday Break Begins

Friday, December 25, 2026 Office Closed – Christmas Holiday

Friday, January 1, 2027 Office Closed – New Year's Holiday

Friday, January 8, 2027 Full Board Meeting – Winter Break Ends (last day to introduce board bills)

Friday, January 15, 2027 Full Board Meeting

Monday, January 18, 2027 - Office Closed Dr. King Holiday

Friday, January 22, 2027 Full Board Meeting

Friday, January 29, 2027 Full Board Meeting



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Friday, February 5, 2027 Full Board Meeting (election break begins after this meeting)

Tuesday, March 2, 2027 Municipal Elections (Primary)

Tuesday, April 6, 2027 Municipal Elections (General)

Monday, February 15, 2027 Office Closed – President’s Day

Monday, April 19, 2027 Full Board Meeting (Sine Die Meeting -End of the 2026 – 2027 Legislative Session)

Tuesday, April 20, 2027 Full Board Meeting (Annual Meeting, Beginning of the 2027 -2028 Legislative Session)

Friday, April 30, 2027 Full Board Meeting (First Day to Introduce Board Bills 2027-2028 Legislative Session) 1

Summary
Board Bill Number 2
Introduced by Alderwoman Anne Schweitzer
May 1, 2026

An ordinance recommended by the Board of Estimate and Apportionment authorizing the city of St. Louis Water Division to accept Community Water Fluoridation Equipment Repair and Replacement funding; appropriating said funds; authorizing the expenditure of such funds, to the extent received; authorizing contracts and other documents to expend such funds, to the extent received; and containing an Emergency Clause.

BOARD BILL NUMBER 2 INTRODUCED BY ALDERWOMAN ANNE SCHWEITZER

1 An ordinance recommended by the Board of Estimate and Apportionment authorizing the City of
2 St. Louis Water Division to accept Community Water Fluoridation Equipment Repair and
3 Replacement funding; appropriating said funds; authorizing the expenditure of such funds, to the
4 extent received; authorizing contracts and other documents to expend such funds, to the extent
5 received; and containing an Emergency Clause.

6 **WHEREAS**, the City of St. Louis Water Division has been awarded Community Water
7 Fluoridation Equipment Repair and Replacement funding of up to Twenty-Five Thousand Dollars
8 (\$25,000) by the Missouri Department of Health and Senior Services (“DHSS”) pursuant to a
9 Program Services Contract attached hereto as Attachment A (the “Contract”); and

10 **WHEREAS**, pursuant to the Contract, the City must expend such funds by September
11 30, 2026; and

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

13 **SECTION ONE.** The City of St. Louis, by and through its Water Division, is hereby
14 authorized to accept up to Twenty-Five Thousand Dollars (\$25,000) of Community Water
15 Fluoridation Equipment Repair and Replacement funding from DHSS pursuant to the Contract
16 for the purposes set forth therein.

17 **SECTION TWO.** There is hereby appropriated the sum of up to Twenty-Five Thousand
18 Dollars (\$25,000) of DHSS funding to the Water Division to the extent such funds are received
19 pursuant to the Contract. The Director of Public Utilities or the Director’s authorized designee is
20 hereby authorized to make, negotiate, and execute any and all contracts or other documents on
21 behalf of the City to expend such funds on behalf of the City in accordance with the purposes
22 detailed in the Contract to the extent such funds are received. The Comptroller is authorized and

1 directed to issue warrants to the Treasurer for payment of all expenditures authorized in this
2 Section provided that such warrants do not exceed the total amount of funds appropriated by this
3 Section.

4 **SECTION FOUR.** This ordinance, being deemed necessary for the immediate preservation
5 of the public peace and safety, is declared to be an emergency ordinance under and pursuant to
6 Sections 19 and 20 of Article IV of the Charter of the City of St. Louis.

**BOARD BILL NUMBER 2
ATTACHMENT A**

**PROGRAM SERVICES CONTRACT
WITH
MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**

[See attached.]



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 | Phone: 573-751-6400 | FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired and Voice dial: 711



Sarah Willson
Director

Mike Kehoe
Governor

Dear Contractor:

Please find enclosed your copy of the executed agreement between your organization and the Department of Health and Senior Services.

If you have any questions concerning the agreement, please contact the Bureau of Procurement Services at (573) 751-6471 or via email at Procurement@health.mo.gov.

Enclosure

PROMOTING HEALTH AND SAFETY

The Missouri Department of Health and Senior Services' vision is optimal health and safety for all Missourians, in all communities, for life.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
PROGRAM SERVICES CONTRACT

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

Tracking # 58803	Contract Title: COMMUNITY WATER FLUORIDATION EQUIPMENT REPAIR AND REPLACEMENT	
Contract Start: 2/24/2026	Contract End: 9/30/2026	Questions/Please Contact: PROCUREMENT UNIT @ (573)751-6471
Contract #: KQ2600 58803		Amend #: 00

PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED

NAME OF ENTITY/INDIVIDUAL (Contractor) CITY OF ST LOUIS CITY	
DOING BUSINESS AS (DBA) NAME WATER DIVISION	
MAILING ADDRESS 1640 SOUTH KINGSHIGHWAY BOULEVARD	
CITY, STATE, and ZIP CODE ST LOUIS MO 63110-2230	
REMIT TO (PAYMENT) ADDRESS (if different from above)	
CITY, STATE, and ZIP CODE	
CONTACT PERSON Nolan Greenaway	EMAIL ADDRESS ngreenaway@stlwater.com
PHONE NUMBER 314-592-8203	FAX NUMBER 314-868-3197
TAXPAYER ID NUMBER (TIN) *****	UEI NUMBER KR73L96NRTF4
CONTRACTOR'S AUTHORIZED SIGNATURE 	DATE 2/24/26
PRINTED NAME Niraj Patel	TITLE Director of Public Utilities
DEPARTMENT OF HEALTH AND SENIOR SERVICES DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE 	DATE FEB 24 2026

Community Water Fluoridation Equipment Repair and Replacement

1. PURPOSE AND GLOSSARY

1.1 Purpose

- 1.1.1 The purpose of this contract is to maintain and/or improve the oral health of Missourians through the population health strategy of community water fluoridation. Water systems play a critical role in maintaining optimal fluoride levels in communities and this contract enables them to continue the practice of community water fluoridation in their service area and community.

1.2 Glossary of Terms and Acronyms:

- 1.2.1 Whenever the following terms and acronyms appear in the document, the definitions or meanings described below shall apply.

1.2.2 General Glossary, Acronyms, and Abbreviations:

- a. Agency and/or State Agency/Department means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased. The Department is also responsible for payment, unless otherwise specified herein. Note: The terms "Department", "state agency", "state", and "State of Missouri" are used interchangeably throughout the document and have the same meaning.
- b. Amendment means a written, official modification to a solicitation or contract.
- c. Attachment applies to all documents which are included herein to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. Procurement officer means the procurement staff member of the Department.
- e. Code of State Regulation (CSR) contains the current administrative rules of executive agencies of Missouri government. The regulations are arranged by agency rather than by subject.
- f. Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- g. Contractor means a Supplier, bidder, person, or organization who enters into a contract.
- h. Exhibit applies to forms which are included herein for the Vendor to complete and submit.

- i. May means that a certain feature, component, or action is permissible, but not required.
- j. Must means that a certain feature, component, or action is a mandatory condition.
- k. Party refers to either the State of Missouri or the Contractor as an entity that may enter into a contract pursuant to the terms herein.
- l. Reasonable, Necessary or Proper as used herein shall be interpreted solely by the State of Missouri.
- m. RSMo (Revised Statutes of Missouri) refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of the Department.
- n. Shall has the same meaning as the word must.
- o. Should means that a certain feature, component and/or action is desirable but not mandatory.
- p. State collectively referring to the state government and/or the agencies thereof.
- q. Supplier has the same meaning as the word, Contractor.
- r. Vendor has the same meaning as the word, Contractor

1.2.3 Department Glossary:

- a. Community water fluoridation (CWF) is the controlled adjustment of fluoride in a public water supply to the optimal concentration needed to prevent tooth decay in members of a community.
- b. Fluoridation equipment is the equipment needed to provide CWF including but not limited to dosing pumps, fluoridation scales, day tanks, break tanks, bulk tanks, colorimeter, spectrophotometer, testing supplies, fluoride analyzer, programmable logic controllers, fluoride additive, safety equipment, etc.
- c. Engineering services are services provided to meet the Department of Natural Resources regulatory requirements.

*** END OF PURPOSE AND GLOSSARY SECTION ***

2. SCOPE OF WORK SECTION

2.1 General Requirements:

- 2.1.1 The contract amount shall not exceed \$25,000 for the period of date of award through September 30, 2026.
- 2.1.2 The Contractor shall provide community water fluoridation equipment repair and replacement for the Department of Health and Senior Services in accordance with the provisions and requirements stated herein and to the sole satisfaction of the Department.
- 2.1.3 The Contractor shall either provide the services directly or shall provide a person/personnel who must comply with the requirements stated herein. Therefore, references to "the Contractor" throughout this document shall also be deemed to include the person/personnel provided by the Contractor.
- 2.1.4 The Contractor shall comply with applicable Federal Funds Requirements, as amended by the federal government, which may include some or all of the paragraphs contained in Attachment A, Certifications and Special Provisions, which is attached hereto and incorporated by reference as if fully set forth herein, or other requirements identified by the federal government.
- 2.1.5 After the award, unless otherwise stated in this contract, the Contractor shall use the below information for any correspondence regarding this contract:

Program Name: Office of Dental Health
Program Contact: Gwen Sullentrup
Address: 930 Wildwood Dr., Jefferson City, MO 65109
Phone: 573-526-1563
Email: oralhealth@health.mo.gov

2.2 Deliverables and Outcomes:

- 2.2.1 The Contractor shall execute the Department-approved workplan to ensure consistent fluoridation of the community water supply.
- 2.2.2 The Contractor shall have all approved equipment ordered before August 31, 2026. The Contractor shall provide documentation showing the order date for items purchased through this contract to the Department.

- 2.2.3 The Contractor shall welcome Department staff for onsite visits at a time and date that is mutually agreeable to both parties.
- 2.2.4 The Contractor's lead water operator shall complete Department provided water fluoridation training during the contract year. This may be an in-person or virtual training.
- 2.2.5 The Contractor shall maintain compliance with all Department of Natural Resources (DNR) regulatory requirements, including providing quarterly test samples, and all local and state statute requirements during and after changes have been made to the water system.
- 2.2.6 The Contractor shall provide the Department with the daily fluoride test results as contained on the monthly operating reports or well logs for a minimum of five (5) years. The Contractor shall email the monthly operating report or well log to the Department no later than the fifteenth (15th) of the month following the month in which the tests were conducted. The Department will use the daily fluoride test results for public health data collection and reporting.
- 2.2.7 Once the Department approved workplan is completed, the contractor shall maintain the level of fluoride in the water system within the recommended operating range of 0.6 to 1.0 milligrams per liter, targeting for the optimal level of 0.7 milligrams per liter.
- 2.2.8 The Contractor shall maintain the water fluoridation and testing equipment to keep the fluoridation system operational beyond the contract period for a minimum of five (5) years, unless required to stop by federal, state or local statutes.
- 2.2.9 The Contractor shall complete a Department provided final report, within 30 days of the workplan completion. The report shall include pictures of the work that occurred in the treatment or distribution or well house through the contract and all back-up equipment and supplies purchased.
- 2.3 Other Recordkeeping Requirements:**
- 2.3.1 **Publicity:** Any publicity release mentioning contract activities shall reference the contract number and the state agency. Any publications, including audiovisual items produced with contract funds, shall give credit to the contract and the state agency. The Contractor shall obtain approval from the state agency prior to the release of such publicity or publications.

- a. Notwithstanding subparagraph 1 of this section, in the event the Contractor is a university and intends to create a scholarly publication using materials created for the Department under this project, the Contractor shall provide the Department with the opportunity to review and to provide comment on the proposed publication. At the Department's request, Contractor will insert a disclaimer in any publication that says the publication does not necessarily reflect the views or opinions of the Department. Any such publication created by the Contractor shall contain acknowledgment of the Department's sponsorship as required by 48 CFR § 52.227-14(c).

2.3.2 If the Contractor develops any copyrighted material as a result of this contract, the Department shall have a royalty-free, nonexclusive and irrevocable right to publish or use, and to authorize others to use, the work for Department purposes or the purpose of the State of Missouri.

2.3.3 Contract Monitoring: The state agency reserves the right to monitor the contract throughout the effective period of the contract to ensure financial and contractual compliance. If the state agency determines the Contractor to be at high-risk for non-compliance, the state agency shall have the right to impose special conditions or restrictions. Written notification will be provided to the Contractor of the determination of high-risk and of any special conditions or restrictions to be imposed. The special conditions or restrictions may include, but not limited to, those conditions specified below:

- a. Requiring additional, more detailed financial reports or other documentation;
- b. Additional contract monitoring;
- c. Requiring the Contractor to obtain technical or management assistance; and/or
- d. Establishing additional prior approvals from the state agency.

2.3.4 Retention of Records and Documents: Unless specified in writing as a shorter period of time, the Contractor shall preserve and make available with no limitation all books, documents, papers, and records involving transactions related to the contract for a period of ten years from the date of the cancellation, expiration, or termination of the contract. Records and supporting documentation under audit or involved in litigation shall be kept for two years following the conclusion of the litigation or audit. During the contract period, access to these items shall be provided through a vehicle specified by the state agency. During the post contract period delivery and access to these items shall be at no cost to the state agency.

2.3.5 Records: The Contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with accepted standard accounting principles or International Financial Reporting Standards (IFRS).

- a. Once annually, or otherwise as reasonably required by the state, the Contractor shall make all such records, books, and other documents relevant to the contract available to the state, its designees, and the Missouri State Auditor in a commercially reasonable format acceptable to the state at all reasonable times during the term of the contract and for five (5) years after the cancellation, expiration, or termination of the contract or for any longer period of time required by law. The state will provide a minimum of fourteen (14) calendar days' notice and will coordinate with the Contractor regarding the scope of the audit.
- b. The Contractor shall permit the Missouri State Auditor's Office, federal auditors and authorized representatives of the State of Missouri to perform an independent audit or examine, copy, or investigate any of the Contractor's records, procedures, books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the Contractor only for services performed under the contract. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented. Any audit exception noted by auditors shall not be paid by the state and shall be the sole responsibility of the Contractor. However, the Contractor may contest any such exception by any legal procedure.
- c. The state shall not designate any individual, entity, or firm to conduct the audit that is a competitor of the Contractor. Any audit conducted or records reviewed under this provision shall be limited to services provided to State of Missouri and shall not require the Contractor to disclose information pertaining to any other customer or client of the Contractor.
- d. The services required herein are not intended to be an audit, examination, attestation, special report or agreed-upon procedures engagements as those services are defined in the American Institute of Certified Public Accounts (AICPA) literature applicable to such engagements conducted by independent auditors. Accordingly, these services shall not result in the issuance of a written communication to third parties by the Contractor directly reporting on financial data or internal control or expressing a conclusion or any other form of assurance. The Contractor shall maintain a copy of the work products for documentation purposes for the AICPA.

2.4 Budget and Allowable Costs:

- 2.4.1 The Department will reimburse the Contractor for an amount not to exceed the total contract amount for only the allowable costs for buying and installing a tank liner for a large fluoride bulk tank.
- 2.4.2 The Department reserves the right to reallocate or reduce contract funds at any time during the contract period due to underutilization of contract funds or changes in the availability of program funds. The Department will provide the Contractor with thirty (30) days prior written notification of any reallocation.
- 2.4.3 The Contractor shall follow competitive procurement practices.

2.5 Electronic Funds Transfer, Invoicing, and Payment Requirements:

- 2.5.1 Electronic Funds Transfer (EFT): The State of Missouri will submit contract payments to the Contractor at the remittance address listed in the Contractor's MissouriBUYS (WebProcure/Proactis) Vendor registration. However, the Contractor understands and agrees the state reserves the right to make contract payments to the Contractor through electronic funds transfer (EFT). Therefore, prior to any payments becoming due under the contract, the Contractor must verify and update, if applicable, their Vendor registration with their current remittance address and ACH-EFT payment information at <https://MissouriBUYS.mo.gov>.
- 2.5.2 Invoicing: The Contractor shall submit itemized invoices quarterly. Invoices shall be due by the fifteenth (15th) day of the month following the quarter in which the Contractor provided services under the contract. The Contractor shall perform the services prior to invoicing the state agency.
 - a. The Contractor shall invoice the Department on the Contractor's original descriptive business invoice form and submit the invoice and reports electronically to: OralHealth@health.mo.gov.
 - b. The Contractor shall use uniquely identifiable invoice numbers to distinguish an invoice from a previously submitted invoice and shall include on the invoice the remittance address listed in the Contractor's MissouriBUYS (WebProcure/Proactis) Vendor registration.
 - c. The Contractor shall submit back-up documentation (third-party vendor invoices, a copy of the check if paid by check, etc.) with each invoice.

- d. The invoice number will be listed on the state's EFT amendment record to enable the Contractor to properly apply state payments to invoices. The Contractor must comply with all other invoicing requirements stated herein.
- e. The Contractor shall not invoice federal or state taxes unless otherwise required under law or regulation.

2.5.3 Payment:

- a. Payments are due upon receipt of a valid itemized invoice, payable in 30 calendar days. All invoices for supplies and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in section 34.055, RSMo.
- b. The Contractor shall submit the final itemized invoice within fifteen (15) calendar days after the contract ending date. The Department shall have no obligation to pay any invoice submitted after the due date.
- c. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- d. The Contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at <https://www.Vendorservices.mo.gov/Vendorservices/Portal/Default.aspx>.

2.5.4 If the state agency denies a request by the Contractor for payment or reimbursement, the state agency will provide the Contractor with written notice of the reason(s) for denial.

2.5.5 Notwithstanding any other payment provision of this contract, if the Contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States government, the Department may withhold payment or reject invoices under this contract.

2.5.6 If the Contractor is overpaid by the state agency the Contractor, upon notification by the state agency, shall provide the state agency (1) with a check payable as instructed by the state agency or (2) deduct the overpayment from the invoice(s) as requested by the state agency.

- 2.5.7 If the Department used a federal grant to pay the Contractor, the Catalog of Federal Domestic Assistance (CFDA) number assigned to the grant and the dollar amount paid from the grant is available on the State of Missouri Vendor Services Portal under the Vendor Payment section at <https://www.Vendorservices.mo.gov/Vendorservices/Portal/Default.aspx>. The CFDA name is available at <https://sam.gov/content/assistance-listings>.
- 2.5.8 Other than the payments and reimbursements specified in the contract, no other payments or reimbursements shall be made to the Contractor.

****END OF SCOPE OF WORK SECTION****

3. TERMS AND CONDITIONS SECTION

3.1 Applicable Laws and Regulations:

- 3.1.1 The contract shall be construed according to the laws of the State of Missouri. The Contractor and the State of Missouri must follow all applicable federal, state, and local laws and regulations that apply to the performance of the contract. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the Contractor and Department.

3.2 Non-Discrimination and Affirmative Action:

- 3.2.1 The Contractor must comply with applicable federal and state laws and regulations addressing discrimination in employment.

3.3 Americans with Disabilities Act:

- 3.3.1 In connection with the furnishing of equipment, supplies, and/or services under the contract, the Contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA), ADA is 42 U.S.C. section 1201, et seq.

3.4 Business Registration:

- 3.4.1 The Contractor must meet the requirements for conducting business in the State of Missouri, prior to performance of services under the contract, and for the duration of the contract. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations. Such business requirements for formation and operation include, but are not limited to, those in Chapters 347-359, RSMo.

3.5 Elected or Appointed Officials and Employees:

- 3.5.1 Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.

3.6 Indemnification:

- 3.6.1 Unless expressly provided by Missouri law to the contrary, pursuant to the Constitution of the State of Missouri, Article III, section 39, subsections 2 and 5, the state shall not indemnify, hold harmless, or agree in advance to defend, any person or entity.

3.7 Legal Proceedings:

- 3.7.1 For any legal action or other proceedings, per section 27.050 and section 27.060, RSMo, the Missouri Attorney General is given the authority to represent the State of Missouri's interests. The venue for any legal proceeding relating to or arising out of the contract shall be in circuit court for Cole County, Missouri or the United States District Court for the Western District of Missouri, Central Division.
- 3.7.2 The Contractor and the state agree that if a dispute concerning the contract arises that the parties shall make an attempt to resolve the dispute through informal methods before initiating litigation.
- 3.7.3 The State of Missouri does not agree to any arbitration. The State of Missouri does not voluntarily agree to the payment of attorneys' fees. The state may, but is not required to, mediate any dispute arising under the contract, and any Vendor provisions requiring mediation or dispute resolution processes shall not be binding upon the state.

3.8 Invoicing and Payment:

- 3.8.1 Invoicing and payments must follow section 33.120, section 34.055, and section 8.960, RSMo. All payments shall be made in arrears, unless the requirements of 1 CSR 10-3.010 allow for advance payment of goods or services.

3.9 Non-Appropriation of Funds:

- 3.9.1 The Contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, have been withheld, or have been restricted, and the state shall not be liable for any costs associated with termination caused by lack of appropriations or authority to spend. This includes, but is not limited to, the provisions of the Mo. Const. Article IV, sections 23, 27, 28 and in sections 33.030 and 33.065, RSMo and 1 CSR 10-3.010 (1)(B).

3.10 Work Outside the United States:

- 3.10.1 Unless work outside the United States is prohibited, any work performed outside of the United States for the contract must comply with Executive Order 04-09.

3.11 Open Records:

- 3.11.1 Pursuant to section 610.021, RSMo, the contract and related documents are available for public review. Pursuant to section 610.021, RSMo, responses and related documents shall not be available for public review until after a contract is executed.

3.12 Record Access:

- 3.12.1 The Contractor shall grant the State Auditor access to records/items as stated in section 29.235, RSMo.

3.13 Taxes:

- 3.13.1 The Contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax. No contract shall be awarded to a Vendor that does not meet the conditions of section 34.040.7, RSMo.

*****END OF TERMS AND CONDITIONS SECTION*****

4. GENERAL CONTRACTUAL REQUIREMENTS SECTION

4.1 Contract Amendment:

- 4.1.1 All changes to the contract must be accomplished by a formal contract amendment executed by both the Contractor and the Department prior to the effective date of such change. No other means shall be used or construed as an amendment or modification to the contract.

4.2 Renewals:

- 4.2.1 The parties may renew the agreement for two (2) additional one-year periods if mutually agreed to by both parties. Such renewal shall be accomplished in writing and must be signed by both parties.

4.3 Termination for Convenience:

- 4.3.1 The Department, in its sole discretion, may terminate the obligations of each party under this contract, in whole or in part, effective immediately upon providing written notification to the Contractor if:
- a. State and/or federal funds are not appropriated, continued, or available at a sufficient level to fund this contract; or
 - b. A change in federal or state law relevant to this contract occurs; or
 - c. A material change of the parties to the contract occurs; or
 - d. By request of the Contractor.
- 4.3.2 Each party under this contract may terminate the contract, in whole or in part, at any time, for its convenience without penalty or recourse by providing the following written notice.
- a. The Department will provide written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination.
 - b. The Contractor shall provide written notice to the Department at least sixty (60) calendar days prior to the effective date of such termination.
- 4.3.3 The Contractor shall be entitled to receive compensation for services and supplies delivered to and accepted by the State of Missouri pursuant to the contract prior to the effective date of termination.

4.4 Cancellation for Breach of Contract:

- 4.4.1 In the event of material breach of the contractual obligations by the Contractor, the Department may cancel the contract. At its sole discretion, the Department may give the Contractor an opportunity to cure the breach or to explain how the breach will be cured. As specified by the Department, the actual cure must be completed within no more than ten (10) state business days from notification, or at a minimum the Contractor must provide the Department within ten (10) state business days from notification a written plan detailing how the Contractor intends to cure the breach.
- 4.4.2 If the Contractor fails to cure the breach or if circumstances demand immediate action, the Department will issue a notice of cancellation terminating the contract immediately. If it is determined the Department improperly cancelled the contract, such cancellation shall be deemed a termination for convenience in accordance with the contract.
- 4.4.3 If the Department cancels the contract for breach, the Department reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Department deems appropriate and charge the Contractor for any additional costs incurred thereby.
- 4.4.4 The Contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated or where the funds are withheld by the governor, and the state shall not be liable for any costs associated with termination caused by lack of appropriations or due to the governor's withholding.

4.5 Contractor Liability:

- 4.5.1 The Contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the Contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the Contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.
 - a. The Contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the Contractor under the terms of the contract.

- b. The Contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.
- c. Under no circumstances shall the Contractor be liable for any of the following: (1) third party claims against the state for losses or damages (other than those listed above); (2) loss of, or damage to, the state's records or data; or (3) economic consequential damages (including lost profits or savings) or incidental damages, even if the Contractor is informed of their possibility.

4.6 Insurance:

- 4.6.1 The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract.
- 4.6.2 In the event any insurance coverage is cancelled, the state agency must be notified at least thirty (30) calendar days prior to such cancellation.

4.7 Single Point of Contact and Responsibility:

- 4.7.1 The Contractor shall be the single point of contact and shall be responsible for the contract regardless of any subcontract arrangements.

4.8 Contractor Status:

- 4.8.1 The Contractor shall be considered an independent Contractor and shall not represent itself, its employees, or its subcontractors to be employees of the State of Missouri. The Contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc.

4.9 Subcontractors:

- 4.9.1 Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the Contractor and the State of Missouri and to ensure that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the Contractor.
- 4.9.2 The Contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.
- 4.9.3 The Contractor shall understand and agree that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the Contractor of the responsibility for providing the products/services as described and set forth herein.
- 4.9.4 The Contractor shall be responsible for ensuring that any subawardee(s) and/or subcontractor(s) are appropriately qualified and licensed or certified, as required by state, federal or local law, statute, or regulation, respective to the services to be provided through this contract. The Contractor shall make documentation of such licensure or certification available to the Department upon request.
- 4.9.5 The Contractor shall notify all subawardee(s) and/or subcontractor(s) of applicable Office of Management and Budget (OMB) administrative requirements, cost principles, other applicable federal rules and regulations, and funding source information as included herein.

4.10 Coordination:

- 4.10.1 The Contractor shall fully coordinate all contract activities with those activities of the state agency. As the work of the Contractor progresses, advice and information on matters covered by the contract shall be made available by the Contractor to the state agency throughout the effective period of the contract.

4.11 Monitoring:

- 4.11.1 The Department reserves the right to monitor the Contractor during the contract period to ensure financial and contractual compliance.

4.11.2 If the Department deems a Contractor to be high-risk, the Department may impose special conditions or restrictions on the Contractor, including but not limited to the following: withholding authority to proceed to the next phase of the project until the Department receives evidence of acceptable performance within a given contract period; requiring additional, more detailed financial reports or other documentation; additional project monitoring; requiring the Contractor to obtain technical or management assistance; or establishing additional prior approvals from the Department. The Department may impose special conditions or restrictions at the time of the contract award or at any time after the contract award. The Department will provide written notification to the Contractor prior to the effective date of the high-risk status.

4.12 Inventions, Patents, and Copyrights:

4.12.1 If any copyrighted material is developed as a result of the contract, the state agency shall have a royalty-free, nonexclusive and irrevocable right to publish or use, and to authorize others to use, the work for state agency purposes or the purpose of the State of Missouri.

4.13 Confidentiality and Security Documents:

4.13.1 Neither party shall disclose or use any confidential information of the other party, except as reasonably necessary to perform its obligations or to exercise its rights pursuant to the contract or with the other party's prior written permission.

4.13.2 If required by the state, the Contractor must sign specific documents regarding confidentiality, security, or other similar documents that align with the confidentiality and security terms in the contract upon request, concerning the services provided for in the contract, and are consistent with the terms of the contract. The Contractor shall have the opportunity to review, discuss, and approve the documents the Contractor must sign prior to signature. The Contractor shall ensure that its personnel, its subcontractors, and its subcontractors' personnel adhere to the confidentiality and security required by the contract. Failure of the Contractor to sign such documents absent a good faith basis may be considered a breach of contract and subject to the cancellation provisions of this document.

4.13.3 The Contractor shall maintain strict confidentiality of all patient and client information or records supplied to it by the state agency or that the Contractor establishes as a result of contract activities. The contents of such records shall not be disclosed to anyone

other than the state agency and the patient/client or the patient's/client's parent or legal guardian unless such disclosure is required by law.

- a. The Contractor assumes liability for all disclosures of confidential information and breaches by the Contractor and/or the Contractor's/provider's subcontractors and employees.
- b. The Contractor agrees to comply with all applicable confidentiality and information security laws, including but not limited to sections 192.067 and 192.667, RSMo, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and regulations promulgated under HIPAA, including but not limited to the Federal Standards for Privacy of Individually Identifiable Health Information (45 CFR Parts 160 and 164, the "Privacy Rule"), the Security Standards for the Protection of Electronic Protected Health Insurance (45 CFR part 164, subpart C, the "Security Rule"), and Breach Notification for Unsecured Protected Health Information (45 CFR Parts 160 and 164, the "Breach Notification Rule").

4.13.4 The Contractor shall agree that the state agency utilizing the Contractor's services may be required to comply with 45 CFR 160 and 45 CFR 164, and that to achieve such compliance, the Contractor must appropriately safeguard Protected Health Information (as that term is defined in 45 CFR 164.501), which the Contractor receives from or creates or receives on behalf of the state agency. In such situations and to provide reasonable assurance of appropriate safeguards, the Contractor shall be required to sign a Business Associate Agreement provided by the using state agency.

4.13.5 The Contractor shall safeguard Protected Personally Identifiable Information (PII) as defined in 2 CFR § 200.1. The Contractor agrees it will assume liability for all disclosures of Protected PII and breaches by the Contractor and/or the Contractor's subcontractors and employees. This provision is not intended to waive any claim of sovereign immunity to which a public entity would otherwise be entitled to under Missouri Law.

4.14 **Force Majeure:**

4.14.1 Neither the state nor the Contractor shall be liable to the other for any failure or delay of performance of any obligations hereunder when such failure or delay shall have been wholly or principally caused by acts or events beyond the state's or Contractor's reasonable control. Both parties shall make all reasonable efforts to remove or eliminate such a cause of delay or default. Any party must give written notice of any

Force Majeure event to the other party within a reasonable time period after its occurrence in order to receive the liability protections of this paragraph.

4.15 Actions, Suits, or Proceedings:

- 4.15.1 The Contractor must notify the State of Missouri immediately if the Contractor becomes aware of any action, suit, or proceeding, pending or threatened that will have a material adverse effect on Contractor's ability to fulfill the obligations under the contract. The Contractor's public filings with the United States Securities and Exchange Commission (SEC) shall meet the notice requirement set forth herein.
- 4.15.2 Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify the Department immediately.

4.16 Conflict of Interest:

- 4.16.1 The Contractor agrees that during the term of the contract neither the Contractor nor any of its employees or subcontractors shall acquire any other contractual relationships which create any actual or perceived conflict of interest.

4.17 Remedies and Rights:

- 4.17.1 No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future contractual right and/or contractual remedy available by law in the event of any claim by the State of Missouri of the Contractor's default or breach of contract.
- 4.17.2 The Contractor understands and agrees that the contract shall constitute an assignment by the Contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the Contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the Contractor in the fulfillment of the contract with the State of Missouri.
- 4.17.3 The Contractor understands and agrees that the state reserves the right to consider the Contractor's failure to perform requirements and commitments specified in the contract in future procurement evaluations.

4.18 Communications and Notices:

- 4.18.1 Any notice to the Contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail, or hand-carried and presented to an authorized employee of the Contractor.

4.19 Survivability of Terms:

- 4.19.1 The contractual provisions as to definitions, indemnity, warranties, confidentiality, ownership, transition, data, security, examination and auditing, third party use, licenses, liability, insurance, governing law, venue, remedy, and assignment shall survive any payment for goods and services, expiration, termination or cancellation of the contract, and shall continue in full force and effect.

******END OF GENERAL CONTRACTUAL REQUIREMENTS SECTION******

5. VENDOR SUBMISSION INFORMATION SECTION

5.1 Compliance with Requirements, Terms and Conditions:

5.1.1 The Contractor is cautioned when submitting pre-printed terms and conditions or other types of material to ensure such documents do not contain terms and conditions that conflict with those herein and the contractual requirements.

5.1.2 Business Compliance Requirements: Due to lead times for obtaining the information needed to complete the Business Compliance Exhibits, Contractors are encouraged to IMMEDIATELY begin securing these verifications. In order to be considered eligible for award of a contract, the Contractor must be in compliance with the laws regarding conducting business in the State of Missouri and provide the applicable documentation prior to the award of a contract. Contractor's failure to complete the pre-work necessary for submission of completed business compliance exhibits identified below prior to submission may result in delays for the award of a contract. In order to verify the Contractor's compliance, the state will review the Contractor's response to the following Business Compliance Exhibits:

- a. General Business Compliance - The Contractor must be in compliance with the laws regarding conducting business in the State of Missouri. The Contractor certifies by signing the signature page that the Contractor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. Likewise, the Contractor shall remain in compliance with such laws for the duration of the resulting contract. The Contractor shall provide documentation of compliance upon request by the Department. The compliance to conduct business in the state shall include, but not necessarily be limited to:
 - 1) Taxes (e.g., city/county/state/federal)
 - 2) State and local certifications (e.g., professions/occupations/activities)
 - 3) Licenses and permits (e.g., city/county license, sales permits)
 - 4) Insurance (e.g., worker's compensation/unemployment compensation)
- b. Each response will be reviewed for business compliance with the laws regarding conducting business in the state of Missouri.

******END OF SUBMISSION INFORMATION SECTION******

ATTACHMENT A CERTIFICATIONS AND SPECIAL PROVISIONS

The Contractor shall comply with applicable Federal Funds Requirements, as amended by the federal government, which may include some or all of the paragraphs contained in herein.

1. Federal Debarment and Suspension (Executive Orders 12549 and 12689) - The Contractor certifies by signing the front page of this document that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the contract by any Federal Department or agency pursuant to 2 CFR Part 180, or any other applicable law.
2. Applicable Laws and Regulations and Public Policy Requirements - In performing its responsibilities under the contract, the Contractor shall fully comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR, Chapter 1, Chapter, II, Part 200, et al.), as applicable, including any subsequent amendments.
 - a. The Contractor shall comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to the Contractor through the contract. The Contractor shall ensure compliance with U.S. statutory and public policy requirements, including but not limited to, those protecting public welfare, the environment, and prohibiting discrimination.
3. Stevens Amendment - The Contractor shall not issue any statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal funds without the prior approval of the state agency, and the Contractor shall clearly state the following:
 - a. The percentage of the total costs of the program or project that will be financed with federal money;
 - b. The dollar amount of federal funds for the project or program; and
 - c. The percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.
4. Publicity - Any publicity releases and publications mentioning contract activities shall reference the contract number and the state agency. The Contractor shall obtain approval from the state agency prior to the release of such publicity release or publications.

- a. Notwithstanding subparagraph 1 of this section, in the event the Contractor is a university and intends to create a scholarly publication using materials created for the Department under this project, the Contractor shall provide the Department with the opportunity to review and to provide comment on the proposed publication. At the Department's request, Contractor will insert a disclaimer in any publication that says the publication does not necessarily reflect the views or opinions of the Department. Any such publication created by the Contractor shall contain acknowledgment of the Department's sponsorship as required by 48 CFR § 52.227-14(c).
5. Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements - The Contractor shall comply with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements" and any implementing regulations, as applicable.
6. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Certification Regarding Lobbying - The Contractor shall comply with all requirements of 31 U.S.C. 1352 that is incorporated herein as if fully set forth.
 - a. The Contractor certifies by signing the first page of the document that no federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. The Contractor certifies that no funds under the contract shall be used to pay for any activity to support or defeat the enactment of legislation before the Congress, or any State or local legislature or legislative body. The Contractor shall not use any funds under the contract to pay for any activity to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government.
 - c. The Contractor certifies that no funds under the contract shall be used to pay the salary or expenses of the Contractor, or an agent acting for the Contractor who engages in any activity designed to influence the enactment of legislation or appropriations proposed, or pending before the Congress, or any State, local

legislature or legislative body, or any regulation, administrative action, or Executive Order issued by the executive branch of any State or local government.

- d. The above prohibitions include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.
- e. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying" in accordance with its instructions.

- 1) The Contractor shall require that the language of this section be included in the award documents for all subawards at all levels (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

- a) Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

- 2) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

- 7. Drug Free Workplace Act - The Contractor shall provide a drug free workplace in accordance with the Drug Free Workplace Act of 1988, 41 U.S.C. Chapter 81, and all applicable regulations. The Contractor shall report any conviction of the Contractor's personnel under a criminal drug statute for violations occurring on the Contractor's premises or off the Contractor's premises while conducting official business. A report of a conviction shall be made to the state agency within five (5) working days after the conviction. The Contractor shall report any conviction to the Department within five (5) working days after the conviction. Submit reports to:

Missouri Department of Health and Senior Services
Division of Administration, Grants Accounting Unit
P.O. Box 570
Jefferson City, Missouri 65102-0570

8. Pro-Children Act - The Contractor shall comply with the Pro-Children Act of 1994 (20 U.S.C. 6081).
 - a. The Pro-Children Act of 1994, (Public Law 103-227, 20 U.S.C. §§ 6081-6084), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by federal grant, contract, loan, or loan guarantee. The Pro-Children Act also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds.
 - 1) The Pro-Children Act does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.
 - b. The Contractor certifies that it will comply with the requirements of the Pro-Children Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Pro-Children Act.
 - c. The Contractor shall require the language of this certification be included in any subcontract or subaward that contains provisions for children's services and that all subrecipients shall certify accordingly.
 - d. Failure to comply with the provisions of the Pro-Children Act may result in the imposition of a civil monetary penalty of up to \$1,000.00 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
9. Contractor Whistleblower Protections:
 - a. The Contractor shall comply with the provisions of 41 U.S.C. 4712 that states an employee of a Contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for

“whistleblowing”. In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

- b. The Contractor’s employees are encouraged to report fraud, waste, and abuse. The Contractor shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce.
- c. The Contractor shall include this requirement in any agreement made with a subcontractor or subgrantee.

10. Human Rights and Affirmative Action:

- a. The Contractor shall comply with all federal and state statutes, regulations, and executive orders relating to nondiscrimination and equal employment opportunity to the extent applicable to the contract. These include but are not limited to the following:
 - 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) that prohibits discrimination on the basis of race, color, or national origin (this includes individuals with limited English proficiency) in programs and activities receiving federal financial assistance and Title VII of the Act that prohibits discrimination on the basis of race, color, national origin, sex, or religion in all employment activities;
 - 2) Equal Pay Act of 1963 (P.L. 88-38, as amended, 29 U.S.C. Section 206(d));
 - 3) Title IX of the Education Amendments of 1972, as amended (20 U.S.C 1681-1683 and 1685-1686) that prohibits discrimination on the basis of sex;
 - 4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and Americans with Disabilities Act Amendments Act of 2008 (Public Law 110-325, “ADAAA”) which prohibit discrimination on the basis of disabilities;
 - 5) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107) that prohibits discrimination on the basis of age;
 - 6) Genetic Information Non-Discrimination Act (GINA)

- 7) Missouri State Regulation, 19 CSR 10-2.010, Civil Rights Compliance Requirements; and
 - 8) The requirements of any other nondiscrimination federal and state statutes, regulations, and executive orders that may apply to the services provided via the contract.
- b. In connection with the furnishing of equipment, supplies, and/or services under the contract, the Contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the Contractor or subcontractor employs at least 50 persons, the Contractor shall have and maintain an affirmative action program that shall include:
- 1) A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
 - 2) The identification of a person designated to handle affirmative action;
 - 3) The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
 - 4) The exclusion of discrimination from all collective bargaining agreements; and
 - 5) Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.
- c. If discrimination by a Contractor is found to exist, the Division of Purchasing shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the Division of Purchasing until corrective action by the Contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

11. Clean Air Act and Federal Water Pollution Control Act - The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 *et seq.*).

Summary
Board Bill Number 3
Introduced by Alderwoman Pamela Boyd
May 1, 2026

The bill directs the Director of Streets to install speed humps pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394**, to calm the flow of traffic on the 5000 block of Claxton Ave

BOARD BILL NUMBER 3 INTRODUCED BY ALDERWOMAN PAMELA

1 Pursuant to **Ordinance Number 70333 as amended by Ordinance Number 71394**,
2 an ordinance directing the Director of Streets to install speed humps to calm the flow
3 of traffic in the 13th Ward.

4 **WHEREAS**, the Office of the 13th Ward has developed a procedure for requesting
5 speed humps to calm the flow of traffic, which includes the use of a citizen petition;
6 and

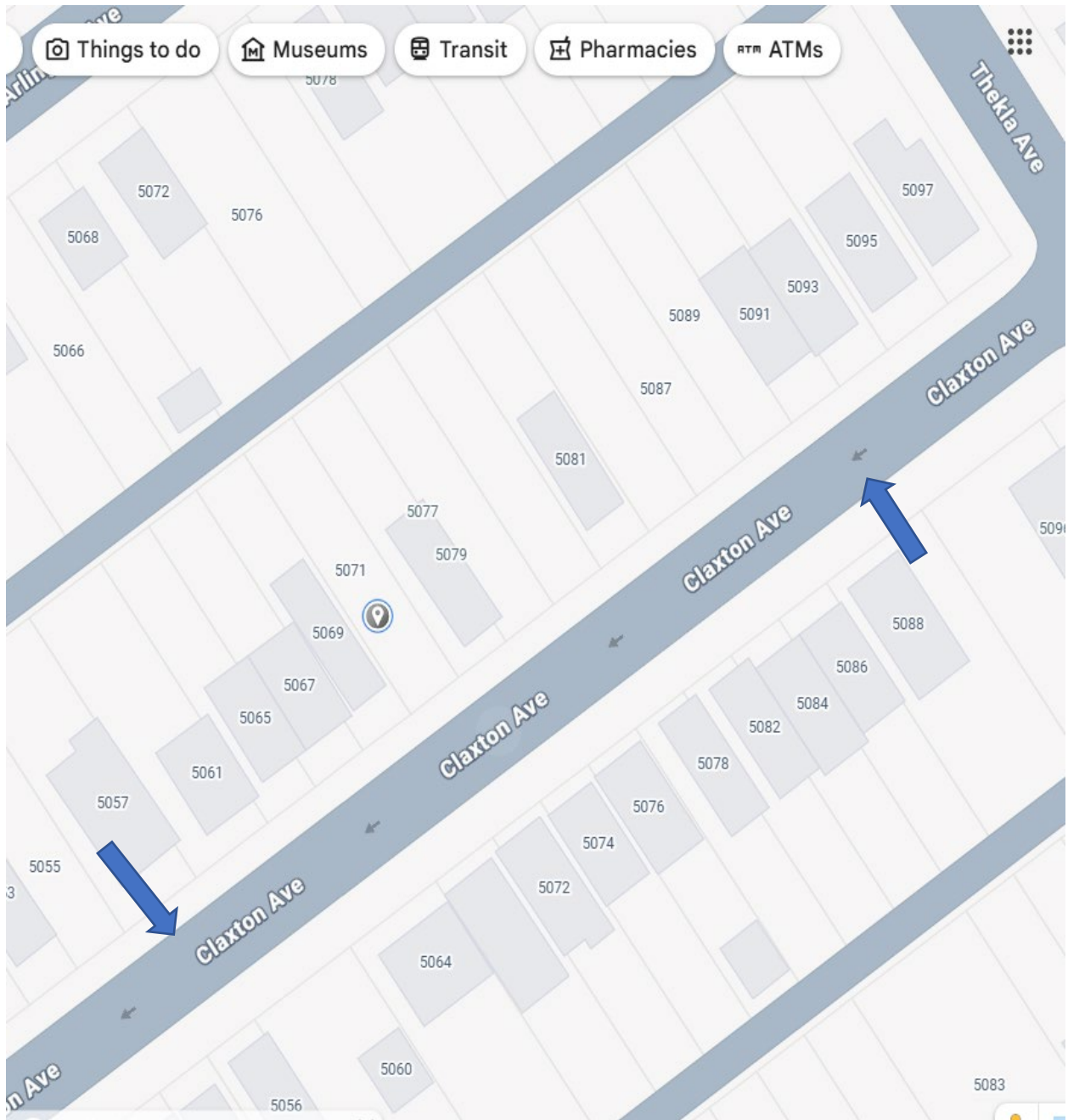
7 **WHEREAS**, the requirements of procedure were met for the following area(s) within
8 the 13th Ward

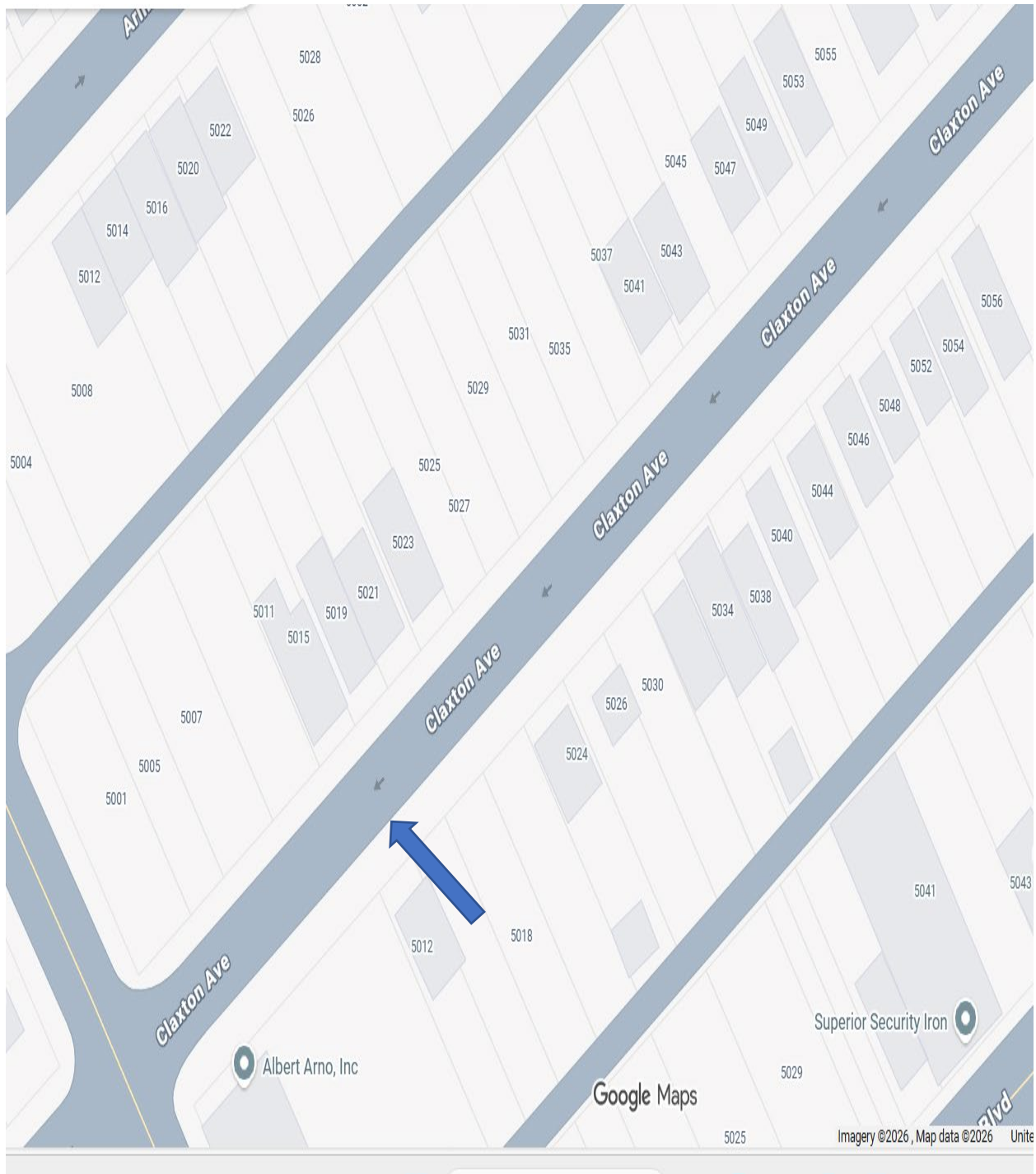
9 **BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

10 SECTION ONE. Pursuant to **Ordinance Number 70333**, as amended by **Ordinance**
11 Number **71394**, the Director of Streets is hereby directed to install speed humps to calm the
12 flow of traffic on the blocks in the 13th Ward includes ward as follows:

13 Speed humps shall be installed on the 5000 Block of Claxton Ave:

- 14 1. One speed hump shall be installed at 5091 Claxton Ave.
- 15 2. One speed hump shall be installed at 5056 Claxton Ave.
- 16 3. One speed hump shall be installed at 5015 Claxton Ave.





Summary
Board Bill 4
Introduced by Alderwoman Pamela Boyd
May 1, 2026

The bill directs the Director of Streets to install speed humps pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394**, to calm the flow of traffic on the 1000 block of Theobald St.

BOARD BILL NUMBER 4 INTRODUCED BY ALDERWOMAN PAMELA BOYD

1 Pursuant to **Ordinance Number 70333 as amended by Ordinance Number 71394**,
2 an ordinance directing the Director of Streets to install speed humps to calm the flow
3 of traffic in the 13th Ward.

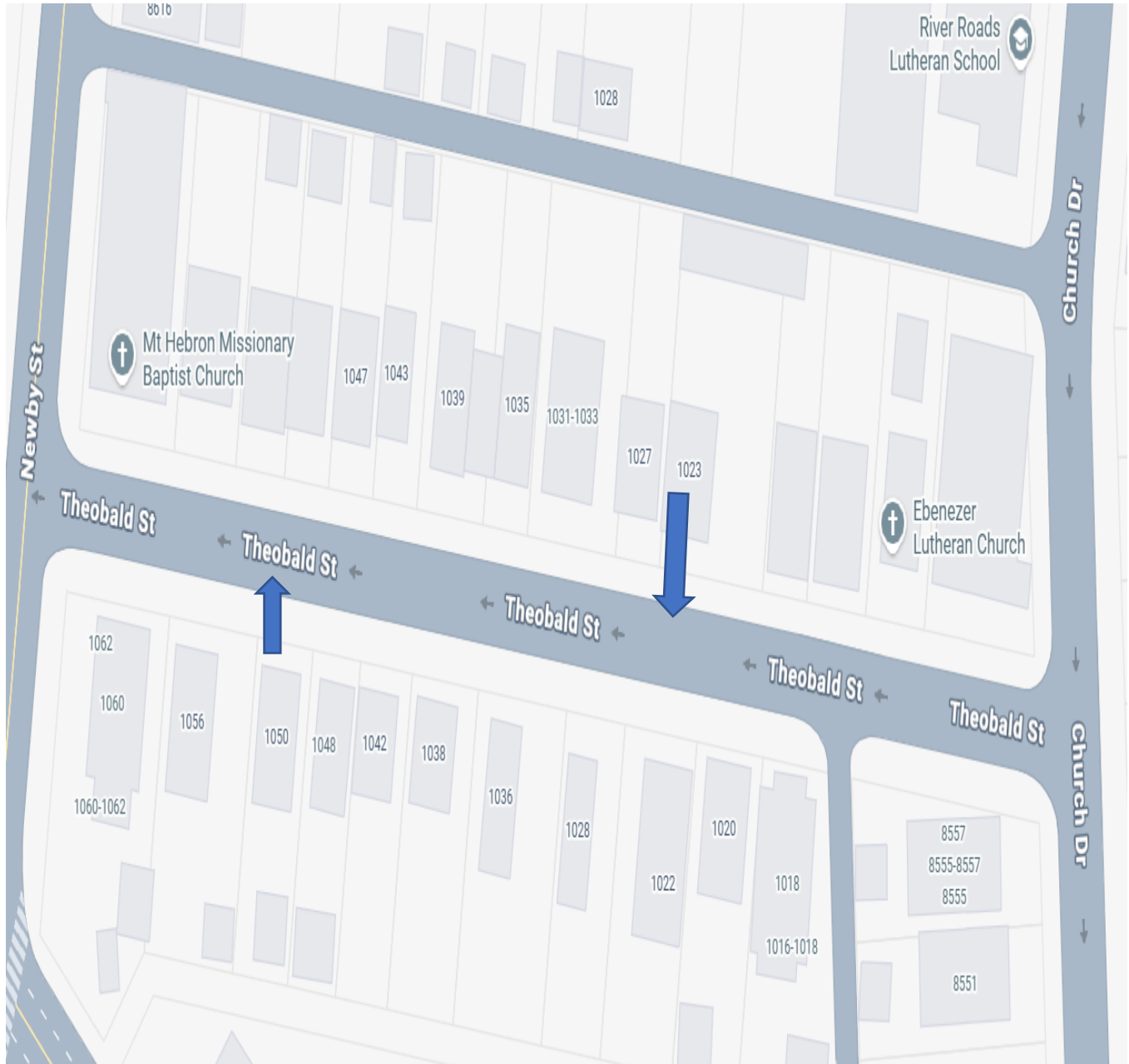
4 **WHEREAS**, the Office of the 13th Ward has developed a procedure for requesting
5 speed humps to calm the flow of traffic, which includes the use of a citizen petition;
6 and

7 **WHEREAS**, the requirements of procedure were met for the following area(s) within
8 the 13th Ward

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

10 SECTION ONE. Pursuant to **Ordinance Number 70333**, as amended by **Ordinance**
11 Number **71394**, the Director of Streets is hereby directed to install speed humps to calm the
12 flow of traffic on the blocks in the 13th Ward includes Ward as follows:
13 Speed humps shall be installed on the 1000 Block of Theobald St.

Board Bill 4
Exhibit A



Summary
Board Bill Number 5
Introduced by Alderwoman Pamela Boyd
May 1, 2026

The bill directs the Director of Streets to install speed humps pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394** to calm the flow of traffic on the 5900 and 5800 blocks of Dressell Ave.

BOARD BILL NUMBER 5 INTRODUCED BY ALDERWOMAN PAMELA BOYD

1 Pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394**,
2 an ordinance directing the Director of Streets to install speed humps to calm the flow
3 of traffic in the 13th Ward.

4 **WHEREAS**, the Office of the 13th Ward has developed a procedure for requesting
5 speed humps to calm the flow of traffic, which includes the use of a citizen petition;
6 and

7 **WHEREAS**, the requirements of procedure were met for the following area(s) within
8 the 13th ward

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

10 **SECTION ONE.** Pursuant to **Ordinance Number 70333**, as amended by **Ordinance**
11 **Number 71394**, the Director of Streets is hereby directed to install speed humps to calm
12 the
13 flow of traffic on blocks in the 13th Ward as follows:

14 Speed humps shall be installed on the 5800 and 5900 Block of Dressell Ave:

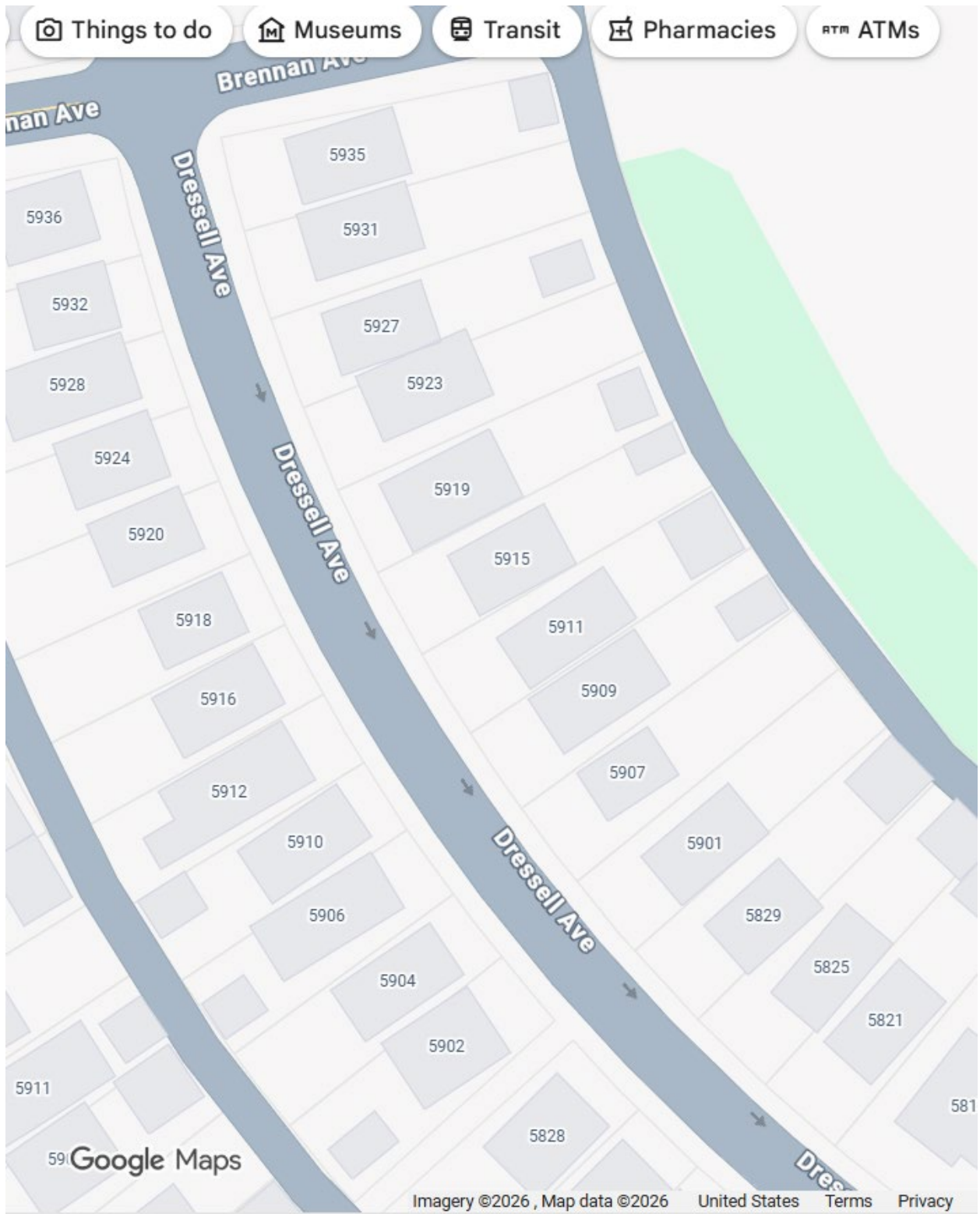
15 1. One speed hump shall be installed at 5820 Dressell Ave.

16 2. One speed hump shall be installed at 5920 Dressell Ave.

Board Bill Number 5
Exhibit A
5800 Dressell Ave



Board Bill Number 5
Exhibit B
5900 Dressell Ave.



Summary
Board Bill 6
Introduced by Alderwoman Pamela Boyd
May 1, 2026

The bill directs the Director of Streets to install speed humps pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394**, to calm the flow of traffic on the 5700 and 5800 blocks of Woodland Ave.

BOARD BILL NUMBER 6 INTRODUCED BY ALDERWOMAN PAMELA BOYD

1 Pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394**,
2 an ordinance directing the Director of Streets to install speed humps to calm the flow
3 of traffic in the 13th Ward.

4 **WHEREAS**, the Office of the 13th Ward has developed a procedure for requesting
5 speed humps to calm the flow of traffic, which includes the use of a citizen petition;
6 and

7 **WHEREAS**, the requirements of procedure were met for the following area(s) within
8 the 13th Ward

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

10 **SECTION ONE.** Pursuant to **Ordinance Number 70333**, as amended by **Ordinance**
11 **Number 71394**, the Director of Streets is hereby directed to install speed humps to calm
12 the
13 flow of traffic on the blocks in the 13th Ward includes ward as follows:

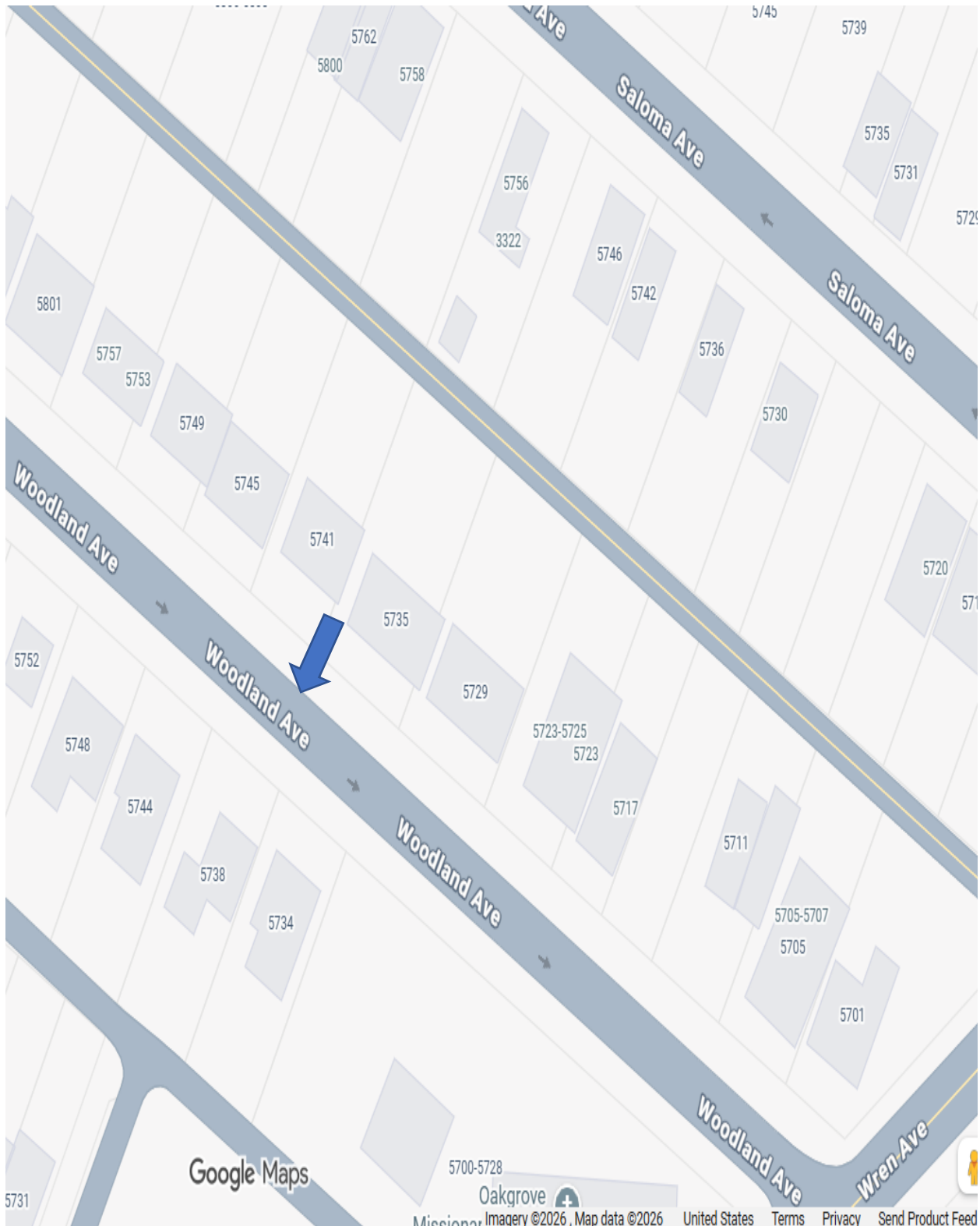
14 Speed humps shall be installed on the 5700 and 5800 blocks of Woodland Ave:

15 1. One speed hump shall be installed at 5738 Woodland Ave.

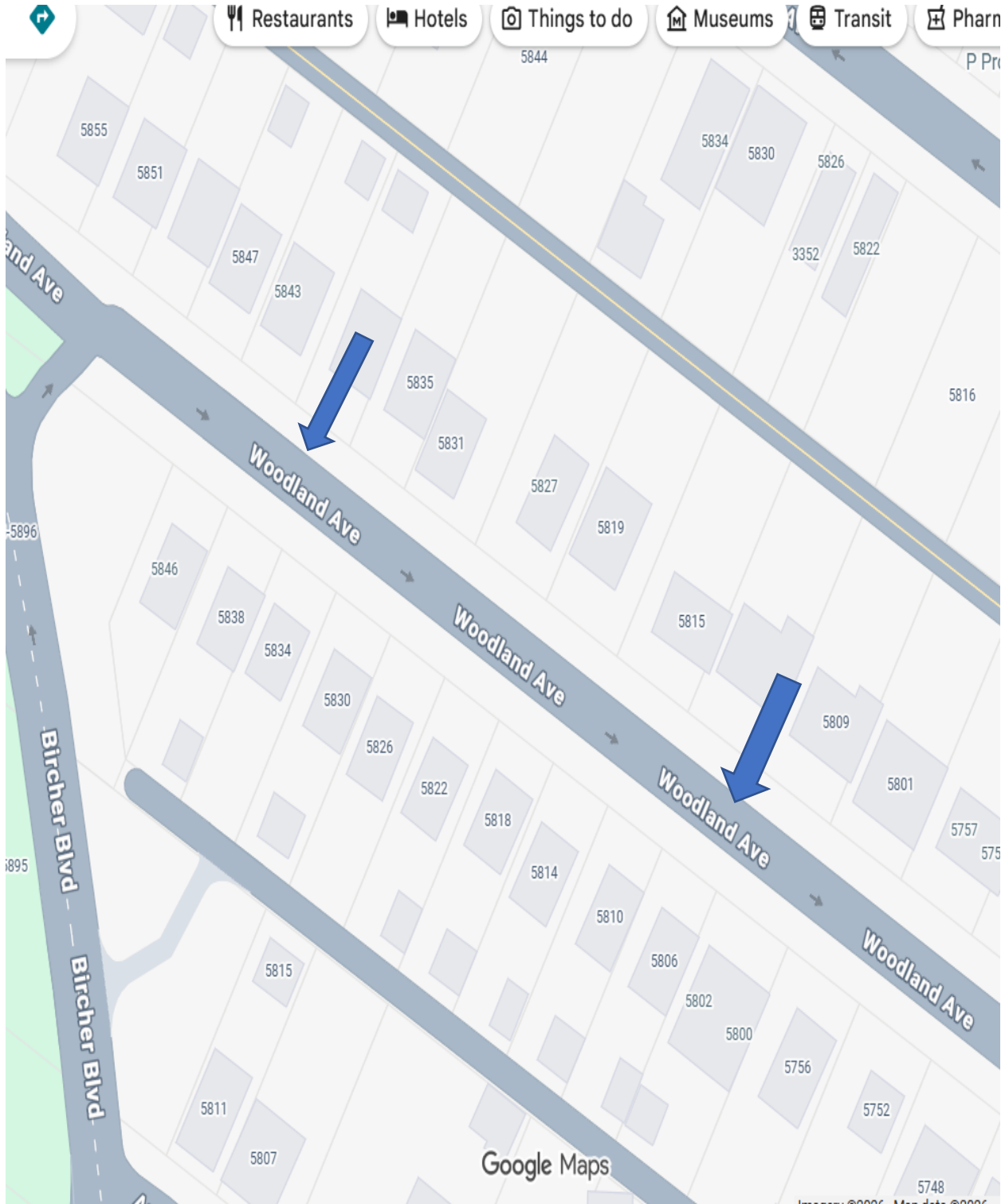
16 2. One speed hump shall be installed at 5806 Woodland Ave.

17 3. One speed hump shall be installed at 5838 Woodland Ave.

Board Bill Number 6
Exhibit A
5737 Woodland Ave:



Board Bill Number 6
Exhibit B
5806 and 5838 Woodland



Summary
Board Bill Number 7
Introduced by Alderwoman Pamela Boyd
May 1, 2026

The bill directs the Director of Streets to install speed humps pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394** to calm the flow of traffic on the 5900 block of Sherry Ave.

BOARD BILL NUMBER 7 INTRODUCED BY ALDERWOMAN PAMELA BOYD

1 Pursuant to **Ordinance Number 70333 as amended by Ordinance Number 71394**,
2 an ordinance directing the Director of Streets to install speed humps to calm the flow
3 of traffic in the 13th Ward.

4 **WHEREAS**, the Office of the 13th Ward has developed a procedure for requesting
5 speed humps to calm the flow of traffic, which includes the use of a citizen petition;
6 and

7 **WHEREAS**, the requirements of procedure were met for the following area(s) within
8 the 13th ward

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

10 **SECTION ONE.** Pursuant to **Ordinance Number 70333**, as amended by **Ordinance**
11 **Number 71394**, the Director of Streets is hereby directed to install speed humps to calm
12 the

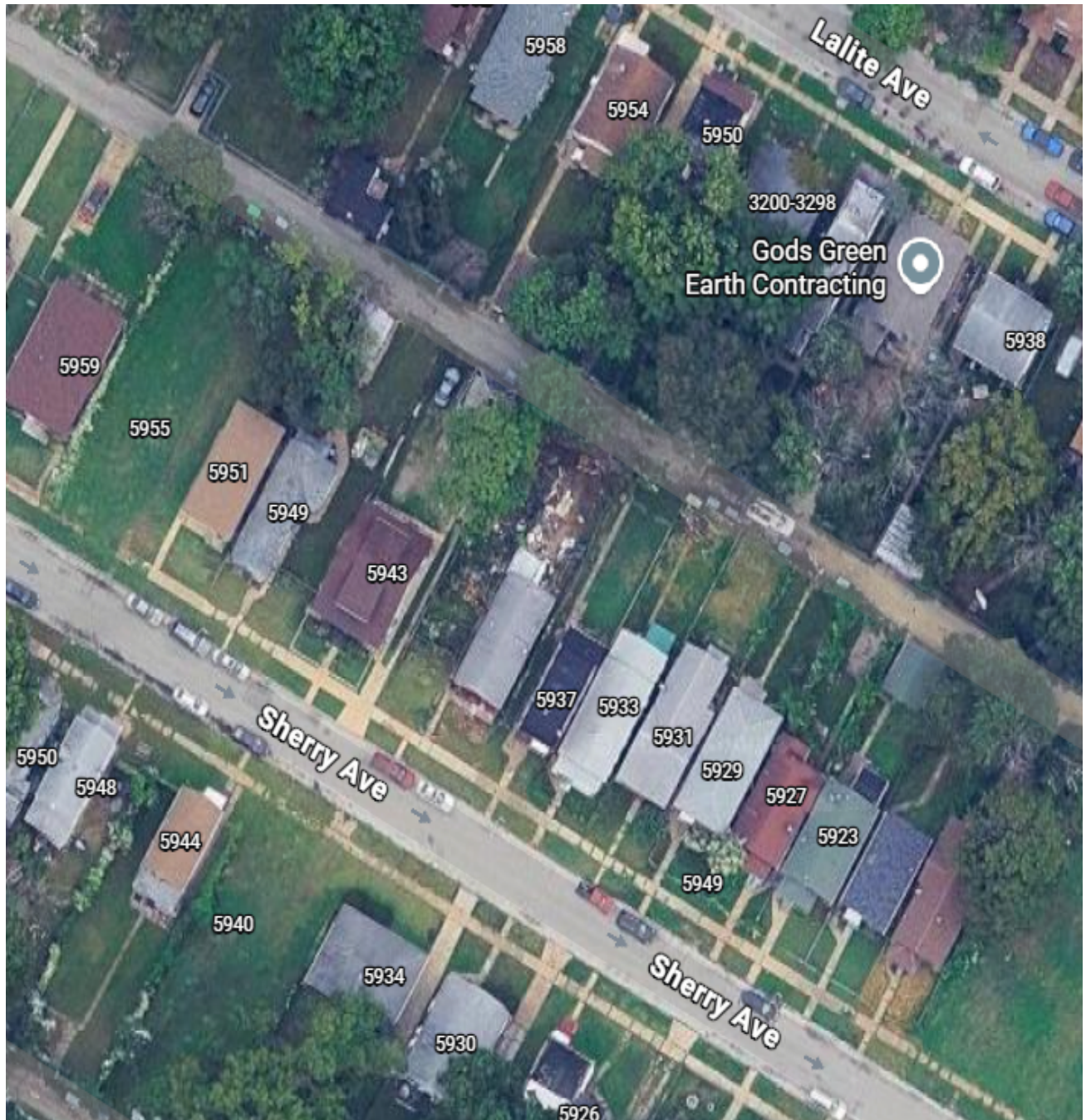
13 flow of traffic on blocks in the 13th Ward as follows:

14 Speed humps shall be installed on the 5900 Block of Sherry Ave:

15 1. One speed hump shall be installed at 5931 Sherry Ave.

16 2. One speed hump shall be installed at 5959 Sherry Ave.

Board Bill Number 7
Exhibit A



Summary

Board Bill Number 8

Introduced by Alderwoman Anne Schweitzer

May 1, 2026

An ordinance relating to the appointment of and salaries of certain Employees in the Collector of Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing **Ordinances Number 71966**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

BOARD BILL NUMBER 8 INTRODUCED BY ALDERWOMAN ANNE SCHWEITZER

An ordinance relating to the appointment of and salaries of certain Employees in the Collector of Revenue's Office pursuant to Section 82.610, Revised Statutes of Missouri, by repealing **Ordinance 71966**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

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

SECTION ONE.

Ordinance 71966 (Chapter 4.44, Rev. Code, St. Louis, Anno), and all other ordinances or parts of ordinance conflicting or inconsistent with the provisions of this ordinance are hereby repealed; and a new ordinance and chapter is hereby enacted, to read as follows:

SECTION TWO. Alphabetical List of Classes

Pursuant to Section 82.610, Revised Statutes of Missouri, the Collector of Revenue is hereby authorized to appoint and employ the following officers and employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section Three of this ordinance.

Title	Grade
Accounting Clerk	11G
Accounting Manager	15M
Administrative Assistant	13G

1	Assistant Collector	17M
2	Audit Specialist	15M
3	Collections Specialist I	12G
4	Collections Specialist II	13G
5	Custodian	8G
6	Data Processing Clerk	9G
7	Deputy Collector/Chief of Staff	23M
8	Director of Revenue Technology	21M
9	Human Resources Manager	18M
10	Information Systems Administrator	20M
11	Office Coordinator	13G
12	Paralegal	15M
13	Payroll Specialist	10G
14	Revenue Clerk I	8G
15	Revenue Clerk II	9G
16	Revenue Clerk III	10G
17	Revenue Clerk IV	11G
18	Revenue Clerk V	12G
19	Revenue Data Analyst	15M
20	Revenue Manager	15M

Page 2 of 10
Board Bill Number 8
Schweitzer
May 1, 2026

1	Special Project Coordinator	16M
2	Staff Attorney	18M
3	Supervisor I	12G
4	Supervisor II	13G
5	Supervisor III	14G
6	Supervisor, Cashier	13G
7	Support Specialist	10G
8	System Analyst I	13G
9	System Analyst II	16M
10	System Development Specialist	15M
11	Taxpayer Cashier	9G
12	Taxpayer Customer Specialist	9G
13	Technical Support Specialist	13G

14 **SECTION THREE. General Pay Schedule**

15 (1) There is hereby adopted as the compensations schedule for all pay grades which are
16 denoted by the suffix "G" and "M" in Section two of this ordinance, the following ranges of
17 salary beginning with the bi-weekly pay period concurrent with the effective date of this
18 ordinance.

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

20 **GRADE MINIMUM MAXIMUM**

1	8	1,600	2,379
2	9	1,648	3,049
3	10	1,697	3,394
4	11	1,748	3,605
5	12	1,801	3,780
6	13	1,855	3,897
7	14	1,910	4,461
8	15	1,968	4,919
9	16	2,131	5,355
10	17	2,445	6,089
11	18	2,805	7,271
12	19	3,221	6,891
13	20	3,699	7,955
14	21	3,810	8,910
15	22	4,306	9,973
16	23	4,647	12,413

17 **SECTION FOUR.**

18 These salaries shall be paid out of fees collected, deducted and retained by the Collector
19 of Revenue as provided by Section 82.650 and 82.670, Revised Statutes of Missouri.

20 **SECTION FIVE.**

1 (a) All pay schedules established in Ordinances 71966 shall continue in effect until the
2 beginning of the bi-weekly pay period effective upon passage of this ordinance.

3 (1) Based upon the service rating of an employee together with the standards of
4 performance established by the Collector of Revenue shall determine eligibility for a **one and**
5 **one half (1.5%)** increase or at the discretion of the Collector of Revenue up to a 10% increase
6 (merit) for exceptional performance of duties.

7 **(2) Effective upon approval of the mayor all full-time employees whose bi-weekly**
8 **range is within the range of pay or above the maximum of the range of pay shall have their**
9 **bi-weekly rate increased by three percent (3%) effective with the start of the first pay**
10 **period which includes the effective date of this ordinance. All full-time employees**
11 **employed on May 31, 2026, shall receive a one-time, lump-sum payment of \$1,000.00 paid**
12 **on June 5, 2026. Upon passage of this Ordinance an emergency clause will be in effect. All**
13 **full-time employees who meet the eligibility requirements for FML approval will be**
14 **entitled to 6 weeks of paid Family Medical Leave as per Administrative Rule No. 133.**

15 The compensation of the collector of revenue in a city not within a county may be annually
16 increased by an amount equal to the annual salary adjustment for employees of such a city as
17 approved by the board of aldermen of such city as governed by RSMO Section 82.599.1

18 **SECTION SIX.**

19 (a) An appointing authority may evaluate the performance of an employee whose salary
20 is established in Section 3(a) of this ordinance for the purpose of a salary adjustment.

1 (1) Exceptional performance of duties:

2 The Collector of Revenue may increase the salary of an employee who demonstrates
3 exceptional performance of duties after serving twenty-six (26) weeks of employment at the
4 same rate in the salary range by not more than ten percent (10%) or to the closest step in the pay
5 range which provides not more than a ten percent (10%) increase; this may be in addition to any
6 merit increase received.

7 (2) Substandard performance of duties:

8 The Collector of Revenue may reduce the salary of an employee whose level of
9 performance or assigned duties is significantly diminished and no longer warrants payment at the
10 current rate within the range as provided in Section 3 (a). The granting of any such increase or
11 decrease in salary shall be made at the beginning of a payroll period.

12 (b) An appointing authority may approve a within-range salary adjustment in any whole dollar
13 increment up to ten percent (10%) of an employee's bi-weekly base.

14 (c) The pay of any employee may be decreased as a disciplinary action at the discretion
15 of the Collector of Revenue lower rate. Any such decrease shall be made in accordance with
16 established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%)
17 of the current salary range. The decrease may be below the minimum of the pay range for the
18 class. At the discretion of the Collector of Revenue a determination may be made for a specific
19 number of bi-weekly periods or for an undetermined time.

20 **SECTION SEVEN.**

Whenever the Collector of Revenue finds it necessary to add a new class or reallocate the grade of a class of position in the classification plan, the Collector shall allocate or reallocate the class to an appropriate grade or add or amend any section this Ordinance and notify the Board of Aldermen of his action.

SECTION EIGHT. Holidays

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

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Year's Day
Third Monday in January	Rev. Martin Luther King Jr. Day
February 20	President's Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
November 12	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Fourth Friday in November	Day after Thanksgiving Day

December 25

Christmas Day

The Collector of Revenue shall not grant holiday leave with pay, holiday pay, or compensatory holiday time off except as provided in this Section.

Employees working full-time and paid a bi-weekly rate whose pay is established in 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.

The Collector of Revenue shall determine the manner of granting holidays. When full-time employees are required to work on a holiday they shall be entitled to compensation for the holiday and the hours actually worked. Compensation for the holiday shall be in an amount

1 proportionate to the number of hours an employee is regularly scheduled to work in a day or
2 shift.

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

7 If an employee is docked from the payroll for one hour or more on the full scheduled
8 workday preceding a holiday, the full scheduled workday following a holiday or on a scheduled
9 holiday, the employee shall not be compensated for the holiday at the discretion of the Collector
10 of Revenue.

11 The holiday compensation procedures established by this section shall apply to full-time
12 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
13 holidays in proportion to the percentage of time they are regularly scheduled to work.

14 Employees paid on an hourly or per performance basis shall not be entitled to holiday
15 compensation.

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

19 **SECTION NINE. Emergency Clause**

20 The passage of this ordinance being deemed necessary for the immediate preservation of

- 1 the public peace, health and safety, it is hereby declared to be an emergency measure and the
- 2 same shall take effect and be in force immediately upon its approval by the Mayor.

Summary
Board Bill Number 10
Introduced by Alderwoman Shameem Clark Hubbard
May 1, 2026

This Board Bill relates to the appointment of and salaries of certain Employees in the Sheriff's Office pursuant to Section 57.530, Revised Statutes of Missouri, by repealing Ordinance Number 71968; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the mayor.

BOARD BILL NUMBER 10 INTRODUCED BY ALDERWOMAN SHAMEEM CLARK HUBBARD

An ordinance relating to the appointment of and salaries of certain Employees in the Sheriff's Office pursuant to Section 57.530, Revised Statutes of Missouri, by repealing **Ordinance Number 71968**; allocating certain other employees to a grade with rate; and including emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

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

SECTION ONE.

Ordinance Number 71968 is hereby repealed, and a new ordinance is hereby enacted, to read as follows:

The following command personnel and deputies in the Sheriff's Office as may be appointed under provisions of Section 57.530 Missouri Revised Statutes, 1978 shall be compensated not in excess of compensation as established in accordance with section 4.36.02 and subsequent sections of this chapter.

TITLE GRADE

Administrative Aide to the Sheriff 18G

Major 17G

Captain 16G

Lieutenant 15G

Chief Execution Deputy 14G

20 Sergeant 13G

21 Deputy 12G

22 The position of Specialized Professional Skill Deputy, previously allocated to Grade 15G under
23 Ordinance Number 71968, is hereby abolished. The position of Lieutenant is hereby established
24 at Grade 15G.

25 **SECTION TWO:**

26 (1) Effective beginning with the bi-weekly pay period starting July 5, 2026, all employees who
27 salary is established in Section 4.36.010, who would be eligible to receive an increase, receive a
28 three percent (i.e. 3%) increase regardless of their current rate or place of pay schedule.

29 (2) Effective beginning with the bi-weekly pay period starting July 5, 2026, all employees whose
30 salary is established in Section 4.36.010, who would be eligible to receive an annual step
31 increase based on performance review and approval of the Sheriff will receive a step increase
32 and will be implemented on an individual's anniversary date as achieves a successful merit raise.

33 **SECTION THREE: Official Pay Schedule Of Grades.**

34 Thereby adopted as the compensation schedule for all pay ranks established in Section Two
35 beginning with the biweekly pay period starting with the effective date of this ordinance. There
36 is hereby adopted as a minimal and maximum pay range and Matrix reflecting, suggested salary
37 increases within the pay range for all classification grades of positions in Section Two of this
38 ordinance, beginning with the biweekly pay period concurrent with the effective date of this
39 ordinance.

40 **Bi-Weekly Range of Pay in Whole Dollars**

Grade	Minimum	Maximum
12	1,923	2,453
13	2,126	2,712
14	2,446	3,118
15	2,812	3,581
16	3,234	4,117
17	3,721	4,733
18	4,278	5,436

41 **Matrix:**

Step	12	13	14	15	16	17	18
1	1,923	2,126	2,446	2,812	3,234	3,721	4,278
2	1,941	2,146	2,469	2,839	3,264	3,756	4,318
3	1,960	2,167	2,492	2,865	3,295	3,791	4,358
4	1,978	2,187	2,516	2,892	3,325	3,826	4,398
5	1,996	2,207	2,539	2,918	3,356	3,861	4,438
6	2,014	2,227	2,562	2,945	3,386	3,895	4,478
7	2,033	2,247	2,585	2,971	3,417	3,930	4,518

8	2,051	2,267	2,608	2,998	3,447	3,965	4,558
9	2,069	2,288	2,631	3,024	3,478	4,000	4,597
10	2,087	2,308	2,655	3,051	3,508	4,035	4,637
11	2,106	2,328	2,678	3,077	3,538	4,070	4,677
12	2,124	2,348	2,701	3,104	3,569	4,105	4,717
13	2,142	2,368	2,724	3,130	3,599	4,140	4,757
14	2,161	2,389	2,747	3,157	3,630	4,175	4,797
15	2,179	2,409	2,770	3,183	3,660	4,210	4,837

42

16	2,197	2,429	2,794	3,210	3,691	4,244	4,877
17	2,215	2,449	2,817	3,236	3,721	4,279	4,917
18	2,234	2,470	2,840	3,263	3,752	4,314	4,957
19	2,252	2,490	2,863	3,289	3,782	4,349	4,997
20	2,270	2,510	2,886	3,316	3,813	4,384	5,037
21	2,289	2,530	2,909	3,342	3,843	4,419	5,077
22	2,307	2,550	2,933	3,369	3,873	4,454	5,117
23	2,325	2,571	2,956	3,395	3,904	4,489	5,156
24	2,343	2,591	2,979	3,422	3,934	4,524	5,196

25	2,362	2,611	3,002	3,448	3,965	4,559	5,236
26	2,380	2,631	3,025	3,475	3,995	4,593	5,276
27	2,398	2,651	3,048	3,501	4,026	4,628	5,316
28	2,416	2,672	3,072	3,528	4,056	4,663	5,356
29	2,435	2,692	3,095	3,554	4,087	4,698	5,396
30	2,453	2,712	3,118	3,581	4,117	4,733	5,436

43

44 **SECTION FOUR: Shift differential compensation—Maximum salary—Increases.**

45 A. A shift differential compensation for certain work assignments may be paid. The appointing
46 authority shall determine the work assignments or activities performed for which shift
47 differential compensation shall be paid.

48 Before shift differential compensation may be made, an employee must have completed five (5)
49 hours of regular employment before 7:00 a.m. or five (5) hours after 3:00 p.m. in the twenty-
50 four-hour period which begins at the employee's normal reporting time.

51 An employee shall be paid 1.00% of the employee's regular base bi-weekly rate for each
52 eligible shift worked in a bi-weekly pay period. An employee shall work a complete eligible shift
53 to receive shift differential compensation. Shift differential shall not be paid to employees who
54 work part-time, or to full-time regular employees docked for any portion of a shift. Shift
55 differential shall only be paid for whole hours worked, providing the portion of the shift not
56 worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment

of the differential. An employee shall not receive shift differential compensation for any overtime worked that is not part of their regular schedule.

B. Employees who work on a Saturday and/or Sunday shall be paid a weekend differential. This differential shall be 1.00% of an employee's base bi-weekly rate and shall not be paid for any overtime worked that is not part of an employee's regular schedule. Weekend differential shall only be paid for whole hours worked, providing the portion of the day not worked is charged to paid leave. A fraction of an hour shall not be counted toward the payment of the differential. Weekend differential shall not be paid to employees compensated on an hourly or performance basis, or to bi-weekly paid employees who work part-time, or to full-time regular employees docked for any portion of a day.

C. The appointing authority may approve the payment of hiring incentives to recruit qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for which the incentive is to be paid.

D. 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. Such advancement shall be made solely on the basis that the employee possesses exceptional academic qualifications related to the duties of the position. The appointing authority 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 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 shall not result in an employee being ruled ineligible for bonuses or salary increases permitted under other sections of this chapter.

E. The appointing authority may establish a location allowance for positions which are difficult to fill at specific duty stations. This allowance shall be in an amount up to ten percent (10%) of the median of the pay range of the position for which the allowance is to be paid. The location allowance shall be considered an addition to pay and shall not change the employee's base rate.

F. No employee 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 chapter.

G. When a new employee is approved under Section 57.530, Revised Statutes of Missouri, 1978, the annual rate of compensation shall be twenty-six (26) times the first or lowest step within each rank or position.

H. Deputies and assistants in the Sheriff's Office may receive an hourly, daily, or other rate for special services assigned by the Sheriff, when such special services are for additional work over and above the regularly assigned working hours and payment of such special service is being taxed as costs in the particular case or circumstance and deposit of such cost is made in advance of such special services.

SECTION FIVE: Starting Salary.

The minimum rate of pay for a position shall be paid upon original appointment to the class, unless the appointing authority finds that it is impossible 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 authorize employment at a figure above the minimum but within the regular range of salary established for the class.

SECTION SIX: Promotion, demotion, reallocation and transfer.

An employee who is transferred, promoted, demoted, or whose position is reallocated after the effective date of this chapter, 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 higher pay grade.

1. When an employee is promoted to a position in the General Schedule, the employee's salary shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to promotion. The 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, except as otherwise provided in this chapter.

2. Temporary Promotions. Promotions of employees 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/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.

B. Demotion. This shall be defined as a change of an employee to a position of one class to a position of another class which has a lower pay grade.

1. 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. The appointing authority may approve up to a ten percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the minimum nor more than the maximum rate for the new class of position.

C. Reallocation.

1. The salary of an employee which is in excess of the maximum of the range prescribed by this chapter 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 chapter.

2. If the employee's position is reallocated to 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 subsection A. 1 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.

SECTION SEVEN: Salary adjustment.

A. 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.

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 (26) weeks of employment at a rate in the salary range which may be in addition to any merit increase received.

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.

B. 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 (15%) percent of the employee's 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.

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

D. The appointing authority may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

E. 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 as a result of vacation, sick leave, jury/witness leave, suspension, non-paid absence, leave of absence for service in the armed forces, and leaves of absence for study to improve performance of a 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 EIGHT: 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 special services. No employee shall receive remuneration from the City in addition to the salary authorized in this chapter 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 NINE: Conversion.

All pay schedules in Section 4.36.020 shall continue in effect until the beginning of the bi-weekly pay period starting concurrently with or after the effective date of this chapter, and then the rates will be adjusted as follows:

1. The rates shall be adjusted in accordance with the minimum and maximum bi-weekly rates of pay and within the Matrix.

2. No employee shall be reduced in salary by reason of the adoption of the new pay

schedules in this chapter.

3. All pay schedules established in Ordinance Number 71968 shall continue in effect until the beginning of the bi-weekly pay period effective upon passage of this chapter.

4. Based upon the service rating of an employee together with the standards of performance established by the Sheriff shall determine eligibility for an annual one step within pay range (merit) increase; or at the discretion of the Sheriff of an increase of more than one step by not more than ten percent (10%) or to the closest step in the pay range which provides not more than a ten percent (10%) increase for exceptional performance of duties. Any such pay increases shall be adjusted by the employee's anniversary date.

The compensation of the Sheriff in a city not within a county may be annually increased by an amount equal to the annual salary adjustment for employees of such a city as approved by the board of alderman of such city and in accordance with Section 57.550, Revised Statutes of Missouri.

SECTION TEN: Changes to pay plan.

Whenever the appointing authority finds it necessary to add a new class to the pay plan, the appointing authority shall allocate the class to an appropriate grade and schedule in this chapter, and notify the Board of Aldermen of this action.

Whenever the appointing authority finds it necessary to change the pay schedule of an existing class within the pay plan, the appointing authority shall allocate the class to the appropriate schedule in this chapter, and notify the Board of Aldermen of this action.

217 Whenever the police department receives an adjustment to pay, the same percentage increase
218 shall be made to the Sheriff's Office pay plan for equivalent rank, and Comptroller shall fund the
219 increase.

220 **SECTION ELEVEN: Military leave.**

221 The City of St. Louis will follow all applicable state and federal laws on the granting of military
222 leave and reemployment rights. Before military leave without pay is authorized, the employee
223 shall present to the employee's appointing authority evidence of such military service. Upon the
224 expiration of military leave of absence, the employee shall be reinstated to the class of position
225 he/she occupied at the time the leave was granted without breaking continuity of service. Failure
226 of an employee to report for duty within the time pursuant to state or federal law shall be just
227 cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the
228 employee upon his/her return.

229 **SECTION TWELVE: Leave of absence and family/medical leave.**

230 Employees may request a leave of absence for any reason under the leave policy, or may be
231 eligible for a "family/medical leave of absence" for certain qualifying reasons under provisions
232 of the federal "Family and Medical Leave Act of 1993" as provided in this chapter.

233 1. An appointing authority, may grant an employee in a competitive position a general leave of
234 absence with pay for a period not to exceed six (6) months, and an additional general leave of
235 absence without pay for a period not to exceed six (6) additional months thereafter, whenever
236 such leave is considered to be in the best interest of the City service.

237 Such non-paid leaves are granted at the discretion of the appointing authority and may be for any
238 reason including an employee's personal illness when the circumstances do not qualify for
239 family/medical leave, or when eligibility for family/medical leave has been exhausted.

240 Upon the expiration of such leave of absence, the employee shall be reinstated to the
241 competitive position he or she occupied at the time the leave was granted provided he or she is
242 able to perform the duties of the position. The employee shall be reinstated to the position at the
243 same relative rate in the salary range the employee occupied at the time the leave was initiated.

244 Failure of an employee to report for duty promptly at the expiration of the leave shall be just
245 cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee
246 on leave other than military leave or qualifying family/medical leave may be notified by the
247 appointing authority to return prior to the expiration of such leave. Failure of the employee to
248 return within ten (10) days after receipt of such notice would terminate his/her leave of absence
249 and be just cause for dismissal, subject to any applicable federal, state or local regulations.

250 2. The federal "Family and Medical Leave Act of 1993" entitles eligible employees to up to 12
251 weeks of unpaid leave in any 12-month period for the birth, adoption or placement of a child, to
252 care for a spouse or an immediate family member with a serious health condition, or when the
253 employee is unable to work because of a serious health condition. While an employee is on a
254 qualifying family/medical leave of absence, the City of St. Louis will continue to pay the
255 employee's health care premiums, if any, during the leave period. Once the leave is concluded,
256 the employee shall be reinstated to the same or an equivalent job. The appointing authority shall
257 establish additional rules, guidelines and procedures for the effective administration of the

258 "Family/Medical Leave Policy." The policy shall comply with all provisions of the
259 "Family/Medical Leave Act of 1993" and any amendments thereafter.

260 3. Employees who are granted general leaves of absence and other non-paid leaves of
261 absence, except family/medical leaves of absence, must take all accrued vacation and
262 authorized sick leave at the start of the leave of absence. Employees who are granted a
263 non-paid leave of absence will not accrue vacation or sick leave during the period of non-paid
264 leave. Upon the expiration of such leaves of absence, the employee shall follow the procedures
265 as established in this section and any other applicable regulations and procedures as established
266 by the appointing authority.

267 4. An appointing authority, may place an employee on investigative leave of absence
268 without pay pending the outcome of criminal charges pending against the employee.

269 **SECTION THIRTEEN: Holidays.**

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

272

273

Date	Holiday
January 1	New Year's Day

Third Monday in January	Dr. Martin Luther King's Birthday
February 12	Lincoln's Birthday
Third Monday in February	President's Day
May 8	Truman's Birthday
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
October 8	Columbus Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

274

275 Employees working full-time and paid a bi-weekly rate whose pay is established in this chapter
276 shall receive leave with pay, pay or compensatory time off in lieu of pay as holiday
277 compensation in an amount that is proportionate to the number of hours the employee is
278 regularly scheduled to work in a day or shift. For example, employees working an average of
279 forty (40) hours a week, five (5) days a week, eight (8) hours a day shall receive eight (8) hours
280 of compensation for the holiday; employees working an average of forty (40) hours a week, four

281 (4) days a week, ten (10) hours a day shall receive ten (10) hours of compensation for the
282 holiday.

283 When the day of observance of a holiday is changed by State or Federal law, it will be so
284 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
285 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
286 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
287 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
288 preceding Friday shall be observed as the holiday.

289 The Sheriff shall determine the manner of granting holidays. When full-time employees are
290 required to work on a holiday they shall be entitled to compensation for the holiday and the
291 hours actually worked. Compensation for the holiday shall be in an amount proportionate to the
292 number of hours an employee is regularly scheduled to work in a day or shift.

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

297 The holiday compensation procedures established by this section shall apply to full-time
298 employees paid a bi-weekly rate. Part-time bi-weekly paid employees shall be compensated for
299 holidays in proportion to the percentage of time they are regularly scheduled to work.

300 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 is revised, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly.

SECTION FOURTEEN: Jury and witness leave.

1. 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/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/her appointing authority and shall submit to his/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.

2. 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/her appointing authority and shall give the appointing authority in writing the date and time his/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 FIFTEEN: Compensation for Sheriff's Attorney.

The "Sheriff's Attorney" as provided under Section 57.540, Missouri Revised Statutes, 1978, shall receive in addition to the compensation for his services as provided thereunder the sum of not less than three thousand dollars per annum in bi-weekly installments. In no event shall the total of said salary exceed twenty-six thousand dollars.

SECTION SIXTEEN: Emergency Clause

This being an ordinance for the preservation of peace, health and safety, it is hereby declared to be an emergency measure within the meaning of Sections 19 and 20 of Article IV of the Charter of the City of St. Louis and shall become effective with the start of the first pay period following approval by the Mayor.

Summary
Board Bill Number 11
Introduced by Alderwoman Shameem Clark Hubbard
May 1, 2026

The bill directs the Director of Streets to install speed humps pursuant to Ordinance Number 70333 as amended by Ordinance Number 71394 to calm the flow of traffic on the 5100 block of Vernon Ave.

BOARD BILL NUMBER 11 INTRODUCED BY ALDERWOMAN SHAMEEM CLARK HUBBARD

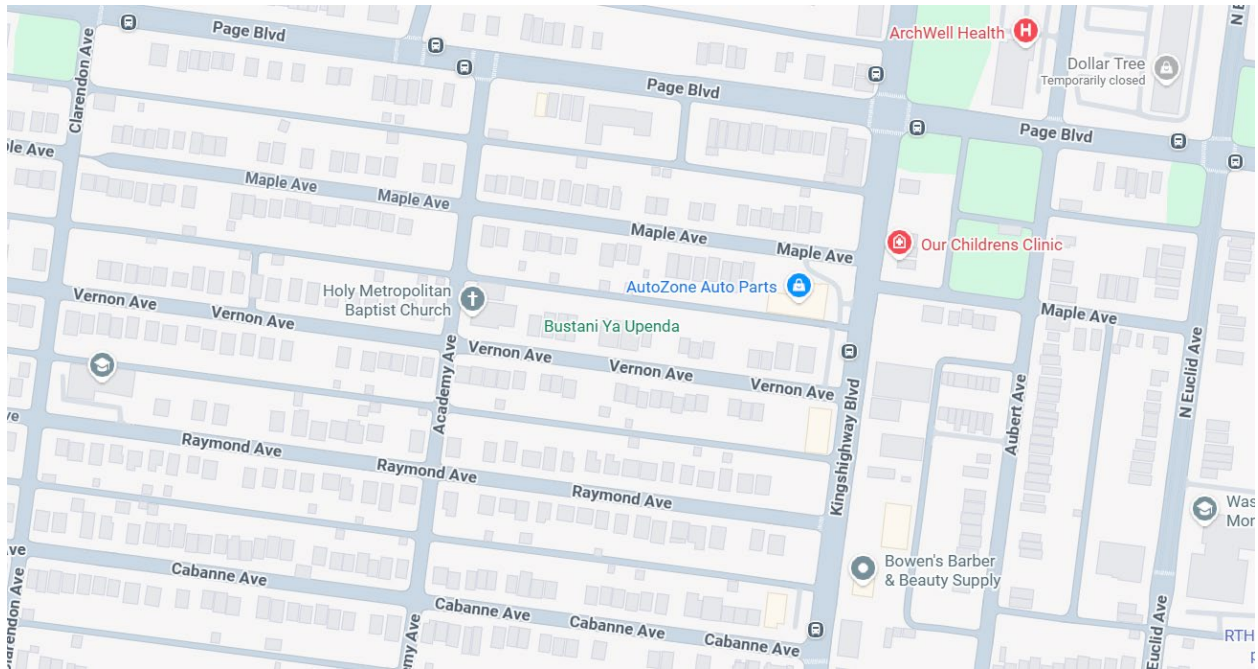
1 Pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394**, an
2 ordinance directing the Director of Streets to install speed humps to calm the flow of
3 traffic on 5100 block of Vernon Avenue in the 10th ward.

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

5 **SECTION ONE.** Pursuant to **Ordinance Number 70333** as amended by **Ordinance**
6 **Number 71394** the Director of Streets is hereby directed to install speed humps to calm
7 the flow of traffic on 5100 block of Vernon Avenue in the 10th ward as follows:

8 1. Speed Humps shall be installed on the 5100 Block of Vernon Avenue.

Board Bill Number 11
Exhibit A



ORDINANCE NUMBER 71963

BOARD BILL NUMBER 173 INTRODUCED BY ALDERWOMAN CARA SPENCER

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 Number 71686**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

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

SECTION 1.

ALPHABETICAL LIST OF CLASSES

(a) Beginning with the effective date of this ordinance, 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.

		GRADE/			
TITLE	CODE	SCHEDULE	OVTM		
Abatement and Exemption Analyst	1424	15	G	3	
Account Clerk	1142	11	G	3	
Accountant	1442	14	G	2	

1	Accounting Coordinator	1444	15	G	1
2	Accounting Manager	1446	17	M	1
3	Accounting Officer	1447	16	M	1
4	Accounting Supervisor	1443	15	M	1
5	Administrative Assistant I	1621	13	G	3
6	Administrative Assistant II	1622	14	G	3
7	Administrative Assistant III	1623	15	M	1
8	Administrative Assistant to the Mayor	1721	14	G	1
9	Air Pollution Inspector	3922	13	G	3
10	Airfield Maintenance Foreman	3322	14	G	3
11	Airfield Maintenance Supervisor	1638	15	M	2
12	Airfield Maintenance Worker	3324	12	G	3
13	Airfield Maintenance Worker (Lead)	3327	13	G	3
14	Airfield Operations Specialist	1631	14	G	3
15	Airfield Operations Specialist (Lead)	1635	15	G	3
16	Airfield Painter/Maintenance Worker	3247	36	T	3
17	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
18	Airport Assistant Director Air Service and				
19	Business Development	1688	19	M	1
20	Airport Assistant Director Airside Operations	1634	19	M	1
21	Airport Assistant Director Community Programs	1655	19	M	1

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Spencer
January 31, 2025

1	Airport Assistant Director Finance and Accounting	1651	19	M	1
2	Airport Assistant Director Landside Operations	1633	19	M	1
3	Airport Assistant Director Planning and Engineering	1653	19	M	1
4	Airport Building Maintenance Supervisor	1684	14	M	2
5	Airport Deputy Director Finance and Administration	1686	21	M	1
6	Airport Deputy Director Operations	1639	21	M	1
7	Airport Deputy Director Planning and Development	1652	21	M	1
8	Airport Emergency Preparedness Coordinator	1630	14	G	3
9	Airport Fleet Maintenance Manager	3273	16	M	1
10	Airport Operations Supervisor	1636	16	M	2
11	Airport Planning Manager	1656	18	M	1
12	Airport Police Captain	2145	15	M	1
13	Airport Police Chief	2147	17	M	1
14	Airport Police Lieutenant	2144	14	G	2
15	Airport Police Officer	2141	12	G	3
16	Airport Police Sergeant	2143	13	G	3
17	Airport Power Plant Manager	1687	16	M	1
18	Airport Properties Division Manager	1654	18	M	1
19	Airport Properties Inspector	4222	13	G	3
20	Airport Properties Specialist	1681	14	G	3
21	Airport Properties Supervisor	1682	15	G	3

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1	Airport Risk Manager	1683	15	G	3
2	Airport Traffic Officer	2172	9	G	3
3	Animal Care and Control Officer	2113	11	G	3
4	Animal Regulation Center Supervisor	2116	14	G	3
5	Arborist	3654	15	G	1
6	Architect	4433	15	G	1
7	Architectural Manager	4434	17	M	1
8	Assessor	1439	20	M	1
9	Asset Manager	1486	19	M	1
10	Assistant Fire Chief	2235	81	F	1
11	Assistant Mechanical Maintenance Worker	3412	9	G	3
12	Attorney I	2361	15	G	1
13	Attorney II	2362	17	G	1
14	Attorney III	2363	18	G	1
15	Attorney IV	2367	20	G	1
16	Attorney Manager	2364	20	M	1
17	Audit Coordinator	1474	15	G	1
18	Audit Manager	1475	17	M	1
19	Audit Supervisor	1473	16	M	1
20	Auditor	1472	14	G	2
21	Battalion Fire Chief	2227	77	F	2

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1	Benefits Clerk	1541	10	G	3
2	Benefits Specialist	1545	12	G	3
3	Billing Supervisor	1192	14	G	3
4	Blacksmith	3231	36	T	3
5	Budget Analyst	1461	14	G	3
6	Budget Analyst (Senior)	1462	15	G	3
7	Budget Director	1468	21	M	1
8	Budget Manager	1466	16	M	1
9	Building Inspection Manager I	3856	16	M	1
10	Building Inspection Manager II	3857	17	M	1
11	Building Inspection Supervisor	3855	15	G	3
12	Building Inspector I	3851	36	T	3
13	Building Inspector II	3852	37	T	3
14	Building Maintenance and Operations Supervisor	3753	14	G	3
15	Building Maintenance Worker	3411	12	G	3
16	Buyer	1223	14	G	3
17	CAD Technician	4422	12	G	3
18	Capital Improvement Project Liaison	4344	15	G	3
19	Carpenter	3211	36	T	3
20	Carpenter (Lead)	3212	37	T	3
21	Carpenter Foreman	3213	39	T	3

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1	Chemist	3552	14	G	2
2	Chemistry Supervisor	3553	16	G	1
3	Chief Medical Officer	5687	19	M	1
4	Chief of Staff	1737	23	M	1
5	Chief Paramedic	5721	17	M	1
6	Chief Plan Examiner	4233	17	M	1
7	City Counselor	2368	22	M	1
8	City Court Administrator	1676	16	M	1
9	City Court Judge	2369	17	G	1
10	City Planning Executive	4143	19	M	1
11	City Register	1661	14	M	1
12	City Surveyor	4293	15	G	3
13	Civil Engineer I	4241	14	G	2
14	Civil Engineer II	4242	15	G	1
15	Civil Engineer III	4243	16	G	1
16	Civil Engineer III/Computer Network Coordinator	4244	16	G	1
17	Civil Engineer Supervisor	4245	16	M	1
18	Clerical Aide	1111	5	G	3
19	Clerical Supervisor	1115	13	G	3
20	Clerk Typist	1122	9	G	3
21	Clerical Coordinator	1123	10	G	3

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1	Client Service Coordinator I	6147	13	G	3
2	Client Service Coordinator II	6148	14	G	3
3	CODIS Administrator	2541	15	G	1
4	Commissioner of Buildings	3858	20	M	1
5	Commissioner of Civilian Oversight	2179	17	M	1
6	Commissioner of Communications	1811	17	M	1
7	Commissioner of Community Mediation	2389	17	M	1
8	Commissioner of Corrections	2373	20	M	1
9	Commissioner of Emergency Management	2181	17	M	1
10	Commissioner of Equipment Services	3277	19	M	1
11	Commissioner of Excise	2193	17	M	1
12	Commissioner of Facilities Management	3755	19	M	1
13	Commissioner of Forestry	3644	19	M	1
14	Commissioner of Health	5688	21	M	1
15	Commissioner of Parks	3645	19	M	1
16	Commissioner of Recreation	7137	19	M	1
17	Commissioner of Refuse	3135	19	M	1
18	Commissioner of Streets	4248	19	M	1
19	Commissioner of Supply	1229	18	M	1
20	Commissioner of Towing	3349	17	M	1
21	Commissioner of Traffic	4283	19	M	1

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1	Commissioner of Violence Prevention	2153	20	M	1
2	Commissioner of Water	4329	20	M	1
3	Commissioner on the Disabled	6163	17	M	1
4	Communications Center Coordinator	2161	14	G	3
5	Communications Equipment Installer	1869	31	T	3
6	Communications Service Center Manager	1865	18	M	1
7	Communications Service Center Specialist I	1861	13	G	3
8	Communications Service Center Specialist II	1862	15	G	3
9	Communications Service Center Supervisor	1864	16	M	1
10	Community Development Planner I	4121	13	G	3
11	Community Development Planner II	4122	14	G	3
12	Community Development Planner III	4126	15	G	1
13	Community Development Research Analyst	4184	15	G	3
14	Community Development Specialist	4124	14	G	3
15	Community Development Supervisor	4127	15	M	1
16	Community Health Worker	5624	10	G	3
17	Community Program Aide	6171	10	G	3
18	Comptroller	1489	2	E	1
19	Computer Operations Supervisor	1327	13	M	1
20	Computer Operator I	1323	10	G	3
21	Computer Operator II	1324	11	G	3

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1	Computer Programmer I	1331	13	G	3
2	Computer Programmer II	1332	14	G	3
3	Concrete Finisher	3283	36	T	3
4	Construction and Maintenance Manager	3759	17	M	1
5	Construction Equipment Foreman I	3334	39	T	3
6	Construction Equipment Foreman II	3335	40	T	3
7	Construction Equipment Operator I	3332	35	T	3
8	Construction Equipment Operator II	3333	36	T	3
9	Construction Project Leader	4346	15	G	3
10	Contract Compliance Officer	1662	14	G	2
11	Contract Specialist	1663	11	G	3
12	Contract Supervisor	1664	15	G	3
13	Contract Supervisor for the Comptroller	1665	16	M	1
14	Correctional Case Worker	2337	12	G	3
15	Correctional Chief of Security	2338	15	M	1
16	Correctional Classification Assistant	2333	11	G	3
17	Correctional Investigator	2339	12	G	3
18	Correctional Officer I	2331	11	G	3
19	Correctional Officer II	2332	12	G	3
20	Correctional Program Manager	2374	16	M	1
21	Correctional Shift Supervisor	2335	14	G	3

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1	Correctional Training Coordinator	2381	14	G	2
2	Correctional Training Officer	2384	13	G	3
3	Correctional Unit Manager	2375	15	M	1
4	Court Room Clerk	1118	9	G	3
5	Court Room Clerk Coordinator	1119	10	G	3
6	Criminal Intelligence Analyst	2611	16	G	1
7	Criminal Intelligence Manager	2613	17	M	1
8	Criminalist	2545	14	G	3
9	Criminalist Supervisor	2546	16	M	1
10	Cultural Resources Director	1674	18	M	1
11	Custodian	3711	6	G	3
12	Custodian (Lead)	3712	7	G	3
13	Customer Service Manager	1189	16	M	1
14	Customer Service Representative I	1116	10	G	3
15	Customer Service Representative II	1117	11	G	3
16	Customer Service Supervisor	1185	13	M	2
17	Data Entry Supervisor	1315	11	G	3
18	Data Processing Manager	1365	18	M	1
19	Deputy Airport Police Chief	2146	16	M	1
20	Deputy Assessor	1435	18	M	1
21	Deputy Budget Director	1467	17	M	1

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1	Deputy Chief Paramedic	5724	16	M	1
2	Deputy City Counselor	2366	21	M	1
3	Deputy City Engineer	4316	21	M	1
4	Deputy Commissioner of Buildings	3859	19	M	1
5	Deputy Commissioner of Corrections	2376	19	M	1
6	Deputy Commissioner of Equipment Services	3275	17	M	1
7	Deputy Commissioner of Refuse	3134	17	M	1
8	Deputy Commissioner of Supply	1228	17	M	1
9	Deputy Comptroller	1488	21	M	1
10	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1
11	Deputy Director of Employment and Training	6228	18	M	1
12	Deputy Director of Human Services	6168	20	M	1
13	Deputy Director of Personnel	1528	20	M	1
14	Deputy Director of Planning and Urban Design	4188	19	M	1
15	Deputy Director of Public Safety	2152	20	M	1
16	Deputy Fire Chief	2231	78	F	1
17	Deputy Marshal	2121	10	G	3
18	Detention Center Superintendent	2371	18	M	1
19	Digital/Printing Press Operator	2412	31	T	3
20	Director of Airports	1658	23	M	1
21	Director of Civil Rights Enforcement Agency	6139	18	M	1

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1	Director of Community Development	4144	22	M	1
2	Director of Employment and Training	6229	20	M	1
3	Director of Health and Hospitals	5589	23	M	1
4	Director of Human Services	6169	21	M	1
5	Director of Information Technology	1367	21	M	1
6	Director of Parks, Recreation and Forestry	3649	21	M	1
7	Director of Personnel	1529	22	M	1
8	Director of Planning and Urban Design	4186	20	M	1
9	Director of Public Safety	2151	22	M	1
10	Director of Public Utilities	4349	21	M	1
11	Director of Streets	4249	21	M	1
12	Disabled Services Representative	6173	11	G	3
13	DNA Technical Leader	2548	15	G	1
14	Document Specialist	5643	11	G	3
15	Electrical Engineer	4261	15	G	1
16	Electrical Engineer (Senior)	4262	16	G	1
17	Electrical Inspection Supervisor	3815	15	G	3
18	Electrical Inspector I	3811	36	T	3
19	Electrical Inspector II	3812	38	T	3
20	Electrical Supervisor	3226	15	M	2
21	Electrician	3223	36	T	3

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1	Electrician (Lead)	3224	38	T	3
2	Electrician Foreman	3225	39	T	3
3	Electronic Control Systems Technician	3442	36	T	3
4	Electronic Instrument Technician	3443	36	T	3
5	Electronic Technician Supervisor	3444	39	T	3
6	Emergency Management Specialist	2183	15	G	1
7	Emergency Management System Technician	2182	36	T	3
8	Employment and Training Representative	6211	12	G	3
9	Employment and Training Specialist I	6213	13	G	3
10	Employment and Training Specialist II	6214	14	G	3
11	Employment and Training Specialist III	6215	15	G	3
12	Employment and Training Specialist IV	6218	17	G	1
13	EMS Communications Supervisor	5723	14	M	2
14	EMS Dispatcher	5731	11	G	3
15	EMS Inventory Supervisor	5722	12	G	3
16	EMS Lead Dispatcher	5732	12	G	3
17	EMS Training Specialist	5719	14	G	3
18	EMT (Emergency Medical Technician)	5714	11	G	4
19	Engineering Manager I	4312	17	M	1
20	Engineering Manager II	4313	18	M	1
21	Engineering Technician	4225	14	G	3

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1	Engineering Technician Supervisor	4226	15	M	2
2	Environmental Court Coordinator	3881	15	M	1
3	Environmental Engineer	4254	15	G	1
4	Environmental Health Officer	5622	13	G	3
5	Environmental Health Supervisor	5638	14	G	2
6	Environmental Regulatory Compliance and Safety				
7	Manager	1659	19	M	1
8	Epidemiologist	5642	16	G	1
9	Estimator	4223	13	G	3
10	Executive Assistant I	1628	16	G	1
11	Executive Assistant II	1629	17	M	1
12	Executive Assistant to the Mayor	1725	20	M	1
13	Executive Director for Development	1728	23	M	1
14	Executive Director for Operations	1736	23	M	1
15	Executive Director of the Affordable Housing				
16	Commission	1722	19	M	1
17	Executive Director of the Criminal Justice				
18	Coordinating Council	2388	17	M	1
19	Executive Secretary I	1134	12	G	3
20	Executive Secretary II	1135	14	G	2
21	Executive Secretary to the Comptroller	1136	14	G	2

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1	Executive Secretary to the Mayor	1727	21	M	1
2	Exercise Physiologist	2572	13	G	3
3	Facilities Maintenance Worker	3419	35	T	3
4	Financial Analyst	1482	15	G	1
5	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
6	Fingerprint Manager	2549	16	M	1
7	Fingerprint Technician Supervisor	2557	14	G	3
8	Fire Alarm Manager	2216	74	F	1
9	Fire Captain	2226	72	F	3
10	Fire Commissioner	2239	83	F	1
11	Fire Equipment Dispatcher	2212	69	F	3
12	Fire Private	2222	69	F	3
13	Firearms Examiner	2551	13	G	3
14	Firearms Examiner Supervisor	2553	16	M	2
15	First Assistant Comptroller	1487	20	M	1
16	Fiscal Manager	1448	18	M	1
17	Fiscal Officer I	1492	16	G	1
18	Fiscal Officer II	1493	17	G	1
19	Fiscal Operations Support Manager	1491	19	M	1
20	Fitness Programs Supervisor	2573	14	G	3
21	Fleet Body Repair Specialist	3288	35	T	3

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1	Fleet Maintenance Foreman I	3266	39	T	3
2	Fleet Maintenance Foreman II	3267	40	T	3
3	Fleet Maintenance Manager	3274	16	M	1
4	Fleet Maintenance Parts Specialist	3287	31	T	3
5	Fleet Maintenance Parts Supervisor	3284	33	T	3
6	Fleet Maintenance Technician I	3261	31	T	3
7	Fleet Maintenance Technician II	3262	35	T	3
8	Fleet Maintenance Technician III	3263	37	T	3
9	Fleet Maintenance Technician IV	3265	38	T	3
10	Food Establishment Inspector	5631	13	G	3
11	Forensic Science Technician	2555	11	G	3
12	Forestry Foreman	3641	11	G	3
13	Forestry Supervisor	3622	13	G	3
14	Gardener	3632	10	G	3
15	Gardener Supervisor	3633	11	G	3
16	GIS Specialist I/Graphic Designer	4111	13	G	3
17	GIS Specialist II/Graphic Designer	4112	14	G	3
18	GIS/Graphic Design Manager	4113	15	M	1
19	GIS Systems Manager	1361	17	M	1
20	Government Services Administrator	1627	17	M	1
21	Government Services Analyst	1625	16	G	1

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1	Grants Administrator	1453	15	G	1
2	Grants Manager	1455	17	M	1
3	Graphic Arts Technician	4187	37	T	3
4	Graphic Designer	4182	12	G	3
5	Health Care Compliance Specialist	5515	14	G	3
6	Health Education Planner	5696	12	G	3
7	Health Marketing Administrator	5685	16	G	1
8	Health Planning Executive	5571	17	M	1
9	Health Services Manager I	5681	17	M	1
10	Health Services Manager II	5682	18	M	1
11	Heavy Equipment Operator I	3325	10	G	3
12	Heavy Equipment Operator II	3326	11	G	3
13	Historic Preservation Planner I	4192	13	G	3
14	Historic Preservation Planner II	4193	14	G	3
15	Housekeeping Manager	3719	14	M	2
16	Housekeeping Supervisor I	3715	11	G	3
17	Housekeeping Supervisor II	3716	13	G	3
18	Housing Development Analyst	4125	14	G	3
19	Housing Development Analyst (Senior)	4128	15	G	3
20	HRIS Analyst	1512	16	G	1
21	HRIS and Records Management Manager	1525	19	M	1

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1	Human Relations Specialist	6131	13	G	3
2	Human Resources Generalist	1518	14	G	3
3	Human Resources Generalist (Senior)	1519	15	G	3
4	Human Resources Manager	1523	18	M	1
5	Human Resources Manager (Senior)	1524	19	M	1
6	Human Resources Specialist	1514	14	G	3
7	Human Resources Specialist (Senior)	1515	15	G	3
8	Human Resources Supervisor	1516	16	G	1
9	HVAC Foreman	3418	39	T	3
10	HVAC Mechanic	3417	36	T	3
11	Information Security Administrator	1369	17	G	1
12	Information Systems Administrator	1362	20	M	1
13	Information Systems Coordinator	1322	13	G	3
14	Information Systems Support Manager	1363	19	M	1
15	Internet Services Manager	1368	18	M	1
16	Inventory Control Technician	1212	9	G	3
17	Inventory Coordinator	1215	10	G	3
18	Inventory Supervisor	1213	11	G	3
19	Investigative Assistant	2579	13	G	3
20	Labor Foreman I	3121	12	G	3
21	Labor Foreman II	3125	13	G	3

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1	Labor Supervisor	3128	14	M	2
2	Laboratory Director	3555	17	M	1
3	Laboratory Manager	2542	17	M	1
4	Laboratory Supervisor	5463	16	M	1
5	Laboratory Technician	3554	11	G	3
6	Laborer	3111	8	G	3
7	Landscape Supervisor	3634	14	G	3
8	Latent Fingerprint Examiner	2554	14	G	3
9	Lead Abatement Inspector	5626	13	G	3
10	Lead Abatement Worker	5625	11	G	3
11	Lead Abatement Worker (Lead)	5627	12	G	3
12	Legal Investigator I	2351	13	G	3
13	Legal Investigator II	2352	14	G	3
14	Legal Secretary	1151	12	G	3
15	Librarian	2575	14	G	3
16	Licensed Practical Nurse	5181	11	G	3
17	Lifeguard	7111	5	G	3
18	Lifeguard Supervisor	7112	7	G	3
19	Liquor Control Officer	2191	12	G	3
20	Liquor Control Supervisor	2192	14	G	3
21	Locksmith	3416	35	T	3

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1	Machine Shop Foreman	3238	38	T	3
2	Machinist	3233	36	T	3
3	Mail Room Supervisor	1186	14	G	3
4	Mayor	1739	3	E	1
5	Mechanical Engineer	4271	15	G	1
6	Mechanical Engineer (Senior)	4272	16	G	1
7	Mechanical Equipment Inspection Supervisor	3845	15	M	1
8	Mechanical Inspector I	3841	36	T	3
9	Mechanical Inspector II	3843	38	T	3
10	Mechanical Maintenance Foreman	3415	38	T	3
11	Mechanical Maintenance Worker	3413	35	T	3
12	Medical Service Coordinator	6149	14	G	3
13	Medical Technologist	5461	13	G	3
14	Medical Technologist (Lead)	5462	14	G	3
15	Messenger/Mail Clerk	1181	5	G	3
16	Microcomputer Support Specialist	1328	11	G	3
17	Municipal Parking Garage Manager	3133	14	M	1
18	Neighborhood Development Executive	3872	17	M	1
19	Neighborhood Improvement Specialist	3871	14	G	3
20	Neighborhood Improvement Supervisor	3873	15	G	3
21	Network Systems Manager	1364	19	M	1

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1	Nurse Practitioner	5131	16	G	1
2	Nutrition Program Coordinator	5664	14	G	2
3	Painter	3242	36	T	3
4	Painter (Lead)	3243	37	T	3
5	Painter Foreman	3245	39	T	3
6	Paralegal	2365	13	G	3
7	Paralegal Supervisor	2385	14	G	3
8	Paramedic	5717	13	G	4
9	Paramedic Crew Chief	5718	14	G	4
10	Paramedic Supervisor	5716	15	G	4
11	Park Facilities Maintenance Superintendent	3617	16	M	1
12	Park Maintenance Manager	3618	16	M	1
13	Park Ranger	2132	10	G	3
14	Park Ranger Supervisor	2133	11	G	3
15	Park Supervisor I	3612	12	G	3
16	Park Supervisor II	3613	13	G	3
17	Parking Garage Attendant	3114	6	G	3
18	Parking Garage Attendant (Lead)	3115	8	G	3
19	Parkkeeper	3611	11	G	3
20	Parole and Probation Officer	2321	13	G	3
21	Parole and Probation Supervisor	2324	15	M	1

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1	Payroll Coordinator	1174	12	G	3
2	Payroll Manager	1449	17	M	1
3	Payroll Specialist	1172	11	G	3
4	Payroll Supervisor	1173	14	G	3
5	Permit Supervisor	1673	14	M	1
6	Personal Property Appraisal Manager	1415	15	M	1
7	Personal Property Appraisal Supervisor	1413	14	M	2
8	Personal Property Appraiser I	1411	12	G	3
9	Personal Property Appraiser II	1412	13	G	3
10	Pest Control Worker	5699	9	G	3
11	Photographer I	2558	10	G	3
12	Photographer II	2559	11	G	3
13	Physician	5553	18	G	1
14	Pipefitter	3254	36	T	3
15	Plan Examiner	4232	14	G	2
16	Plumber	3251	36	T	3
17	Plumber Foreman	3253	39	T	3
18	Plumbing Inspection Supervisor	3824	15	M	1
19	Plumbing Inspector I	3821	36	T	3
20	Plumbing Inspector II	3822	38	T	3
21	Police Assistant Chief	2536	81	D	1

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1	Police Captain	2526	74	D	1
2	Police Commissioner	2538	83	D	1
3	Police Dispatch Manager	2568	15	M	1
4	Police Dispatch Supervisor	2566	13	G	3
5	Police Dispatcher I	2563	10	G	3
6	Police Dispatcher II	2564	11	G	3
7	Police Lieutenant	2524	72	D	1
8	Police Lieutenant Colonel	2534	78	D	1
9	Police Major	2532	77	D	1
10	Police Officer	2514	69	D	3
11	Police Planner I	2591	13	G	3
12	Police Planner II	2592	15	G	3
13	Police Planning Manager	2593	17	M	1
14	Police Probationary Officer	2513	69	D	3
15	Police Sergeant	2522	71	D	3
16	Polygraph Examiner	2576	14	G	3
17	President, Board of Aldermen	1748	1	E	1
18	President, Board of Public Service	4348	23	M	1
19	Printing and Duplicating Graphics Manager	2413	15	M	1
20	Printing Supervisor	2414	13	G	3
21	Prisoner Processing Clerk	2582	9	G	3

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1	Prisoner Processing Supervisor	2584	13	G	3
2	Probationary Fire Equipment Dispatcher	2211	69	F	3
3	Probationary Fire Private	2221	69	F	3
4	Process Control Specialist	4265	15	G	2
5	Procurement Specialist	1225	13	G	3
6	Procurement/Purchasing Manager I	1226	16	M	1
7	Procurement/Purchasing Manager II	1227	17	M	1
8	Program Coordinator	1698	14	G	3
9	Program Manager I	1693	15	M	1
10	Program Manager II	1694	16	M	1
11	Program Specialist I	1696	11	G	3
12	Program Specialist II	1691	12	G	3
13	Program Supervisor	1692	13	G	3
14	Program Worker	7312	5	G	3
15	Programmer/Analyst I	1341	15	G	2
16	Programmer/Analyst II	1342	16	G	2
17	Programmer/Analyst III	1343	17	G	2
18	Public Health Education Coordinator	5648	15	G	2
19	Public Health Educator	5695	15	G	3
20	Public Health Intake Supervisor	5646	15	G	2
21	Public Health Intake Worker	5647	12	G	3

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1	Public Health Nurse I	5651	14	G	3
2	Public Health Nurse II	5653	15	G	3
3	Public Health Nurse III	5654	16	G	2
4	Public Health Nursing Supervisor	5655	17	M	1
5	Public Health Program Representative	5693	13	G	3
6	Public Health Program Specialist	5691	14	G	3
7	Public Health Program Supervisor	5694	15	G	2
8	Public Information Manager	1617	18	M	1
9	Public Information Officer I	1614	13	G	2
10	Public Information Officer II	1615	15	G	1
11	Public Information Officer Supervisor	1616	15	M	1
12	Public Information Officer to the Comptroller	1618	15	G	1
13	Public Information Officer to the Mayor	1613	16	G	1
14	Public Nuisance Inspector	3861	10	G	3
15	Public Safety Dispatcher I	2175	10	G	3
16	Public Safety Dispatcher II	2176	11	G	3
17	Public Safety Dispatcher III	2177	12	G	3
18	Public Safety Specialist	2136	15	G	1
19	Real Estate Records Clerk	1668	10	G	3
20	Real Estate Records Manager	1426	14	M	1
21	Real Estate Specialist	1667	13	G	3

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1	Real Property Appraisal Manager	1429	17	M	1
2	Real Property Appraisal Supervisor I	1428	15	M	1
3	Real Property Appraisal Supervisor II	1427	16	M	1
4	Real Property Appraiser I	1421	13	G	3
5	Real Property Appraiser II	1422	14	G	3
6	Receptionist	1161	8	G	3
7	Receptionist to the Mayor	1162	9	G	3
8	Records Retention Supervisor	1187	14	G	3
9	Recreation Area Manager	7118	16	M	1
10	Recreation Assistant	7116	7	G	3
11	Recreation Leader	7117	10	G	3
12	Recreation Supervisor I	7114	12	G	3
13	Recreation Supervisor II	7115	14	M	2
14	Refuse Route and Safety Coordinator	3931	11	G	3
15	Refuse Superintendent	3131	16	M	1
16	Registered Nurse I	5121	14	G	3
17	Registered Nurse II	5122	15	G	3
18	Research Analyst to the Mayor	1729	16	G	1
19	Safety Officer I	1531	13	G	3
20	Safety Officer II	1532	14	G	3
21	Safety Officer III	1533	15	G	3

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1	School Crossing Guard	2174	5	G	3
2	Secretary and Stenographer to the Mayor	1138	11	G	3
3	Secretary I	1131	9	G	3
4	Secretary II	1132	10	G	3
5	Secretary to the Board of Estimate and Apportionment	1137	12	G	3
6	Secretary to the Board of Public Service	1671	14	M	1
7	Second Assistant Comptroller	1485	20	M	1
8	Security Officer	2131	10	G	3
9	Senior Fire Equipment Dispatcher	2215	72	F	3
10	Senior Plan Examiner	4234	15	G	1
11	Senior Plan Examiner/Code Development Specialist	4235	16	G	1
12	Solid Waste Route Foreman	3127	13	G	3
13	Soulard Market Manager	3757	15	M	1
14	Special Assistant for Development	1724	17	M	1
15	Special Assistant to the Comptroller	1672	16	G	1
16	Special Assistant to the Mayor	1723	17	G	1
17	Special Assistant to the Water Commissioner	3538	17	M	1
18	Special Events Program Executive	1697	18	M	1
19	Specialist on Aging	6122	14	G	3
20	Stable Attendant	2577	9	G	3
21	Stationary Engineer	3423	36	T	3

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1	Street and Traffic Inspection Supervisor	3956	14	M	1
2	Street and Traffic Inspector	3954	11	G	3
3	Street and Traffic Liaison	1643	14	M	1
4	Street Lighting Superintendent	3229	16	M	1
5	Street Maintenance Superintendent	3132	16	M	1
6	Sunshine Law Administrator	1626	17	M	1
7	Superintendent of Soldiers' Memorial	3756	14	M	1
8	Supervising Deputy Marshal	2124	11	G	3
9	Supervising Stationary Engineer	3428	15	M	2
10	Supervisor-STD Intervention and Outreach Program	5649	15	M	2
11	Survey Projects Coordinator	4246	15	G	1
12	Systems Analyst	1351	15	G	2
13	Systems Analyst Senior	1353	17	G	1
14	Systems Development Manager	1366	19	M	1
15	Systems Development Specialist	1355	17	G	2
16	Systems Project Leader	1352	18	M	1
17	Technical Support Specialist	1372	16	G	3
18	Telecommunications Inspector	1824	13	G	3
19	Telecommunications Maintenance Supervisor	1854	13	G	3
20	Telecommunications Specialist	1853	14	G	3
21	Telecommunications Supervisor	2173	12	G	3

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1	Telecommunications Technician	1855	12	G	3
2	Telecommunicator	2171	10	G	3
3	Tow Truck Operator	3311	10	G	3
4	Towing Services Foreman	3313	11	G	3
5	Towing Services Supervisor	3314	14	M	2
6	Trades Helper	3281	31	T	3
7	Traffic Control Supervisor	3439	14	M	3
8	Traffic Engineer	4281	15	G	1
9	Traffic Engineer (Senior)	4282	16	G	1
10	Traffic Engineering Manager	4284	17	M	1
11	Transportation Center Operations Specialist	3752	11	G	3
12	Transportation Center Operations Supervisor	3751	16	M	1
13	Tree Trimmer	3621	10	G	3
14	Urban Designer	4185	14	G	3
15	Urban Forester	3652	14	G	2
16	Urban Forestry Assistant	3651	11	G	3
17	Urban Forestry Superintendent	3656	16	M	1
18	Utility Locator	3119	12	G	3
19	Utility Worker	3117	9	G	3
20	Utility Worker (Lead)	3118	10	G	3
21	Veterinarian	2119	16	G	1

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1	Veterinarian Technician	2118	11	G	3
2	Video Engineer	1823	40	T	3
3	Video Production Manager	1812	16	M	1
4	Video Production Specialist	1822	36	T	3
5	Video Production Supervisor	1821	40	T	3
6	Water Distribution Executive	4314	19	M	1
7	Water Distribution Superintendent	3535	16	M	1
8	Water Distribution Supervisor	3534	14	M	3
9	Water Maintenance Foreman	3517	13	G	3
10	Water Maintenance Technician	3518	12	G	3
11	Water Meter Worker	3521	10	G	3
12	Water Meter Worker Supervisor	3522	13	G	3
13	Water Plant Maintenance Foreman	3543	39	T	3
14	Water Plant Maintenance Manager	3531	17	M	1
15	Water Plant Maintenance Mechanic	3541	36	T	3
16	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
17	Water Production Engineer	3536	17	M	1
18	Water Production Executive	4315	19	M	1
19	Water Services Manager	3537	14	M	1
20	Water Treatment Plant Operator	3515	36	T	3
21	Water Treatment Plant Supervisor I	3514	38	T	3

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1	Water Treatment Plant Supervisor II	3519	39	T	3
2	Web Development Specialist I	1345	14	G	2
3	Web Development Specialist II	1346	15	G	2
4	Welder	3235	36	T	3
5	Workers Compensation Specialist	1543	13	G	3
6	Zoning Administrator	4165	16	M	1
7	Zoning Inspector	4163	10	G	3
8	Zoning Specialist	4162	12	G	3
9	Zoning Specialist (Lead)	4164	14	G	3

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 and Management Schedule, (b) - Trades Schedule, (c) - Fire Division Schedule, (d) - Police Division Schedule and (e) - Elected Official Schedule.

The official pay schedules hereby adopted have been determined to constitute fair and equitable rates of pay. Due consideration has been given to both the employees and the taxpayers in adopting the official pay schedules. In setting these official pay schedules, the

principle of like pay for like work, and suitable differences in pay for differences in work, has been duly observed.

(a) GENERAL AND MANAGEMENT PAY SCHEDULE:

(1) The following bi-weekly pay schedule is for all pay grades denoted with the suffix "G" or "M".

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1								1388	1531
2								1410	1554
3							1374	1432	1578
4							1396	1453	1602
5							1417	1476	1626
6							1439	1499	1651
7							1461	1521	1677
8							1483	1545	1703
9						1364	1506	1569	1728
10						1384	1529	1592	1755
11						1406	1552	1617	1782
12						1428	1576	1642	1809

13						1449	1600	1667	1836
14					1353	1472	1624	1692	1864
15					1374	1495	1649	1718	1893
16					1396	1517	1675	1745	1922
17					1417	1541	1701	1772	1951
18					1439	1565	1726	1798	1981
19					1461	1588	1753	1826	2011
20			1343	1483	1613	1780	1854	2041	
21			1364	1506	1638	1807	1882	2072	
22			1384	1529	1662	1834	1911	2104	
23			1406	1552	1688	1862	1939	2136	
24			1428	1576	1714	1891	1969	2169	
25		1333	1449	1600	1740	1920	1999	2202	
26		1353	1472	1624	1766	1949	2030	2236	
27		1374	1495	1649	1793	1979	2061	2270	
28		1396	1517	1675	1821	2009	2093	2305	
29		1417	1541	1701	1849	2039	2125	2340	
30	1312	1323	1439	1565	1726	1877	2070	2170	2392

1

Grade	14	15	16	17	18	19	20	21	22	23

Step

1	1754	2010	2306	2646	3034	3486	4003	4319	4659	5028
2	1781	2040	2341	2686	3082	3538	4063	4384	4729	5105
3	1809	2071	2377	2727	3128	3592	4125	4450	4800	5182
4	1836	2103	2413	2769	3175	3646	4188	4517	4872	5260
5	1864	2135	2450	2811	3224	3702	4251	4585	4945	5340
6	1893	2168	2487	2853	3272	3757	4315	4654	5020	5420
7	1922	2201	2526	2896	3322	3814	4380	4724	5096	5501
8	1951	2235	2564	2941	3372	3872	4445	4795	5174	5585
9	1981	2269	2603	2985	3424	3930	4512	4867	5252	5669
10	2011	2304	2642	3030	3475	3990	4580	4940	5331	5755
11	2041	2339	2682	3077	3528	4051	4649	5014	5412	5841
12	2072	2375	2723	3123	3581	4112	4719	5090	5493	5930
13	2104	2411	2765	3170	3636	4174	4791	5168	5575	6019
14	2136	2448	2807	3219	3690	4236	4863	5246	5660	6110
15	2169	2485	2849	3267	3746	4300	4936	5325	5745	6202
16	2202	2524	2892	3317	3803	4365	5010	5405	5832	6295
17	2236	2562	2937	3367	3860	4431	5085	5487	5919	6390
18	2270	2601	2981	3419	3919	4498	5162	5569	6009	6487
19	2305	2640	3026	3470	3979	4566	5241	5654	6100	6585

20	2340	2680	3072	3523	4039	4635	5320	5739	6191	6684
21	2376	2721	3119	3576	4099	4705	5400	5826	6285	6785
22	2412	2762	3166	3631	4161	4776	5482	5913	6380	6887
23	2449	2805	3215	3685	4224	4848	5564	6003	6476	6991
24	2486	2847	3263	3741	4288	4921	5649	6093	6573	7096
25	2525	2890	3312	3798	4353	4996	5734	6185	6672	7203
26	2563	2934	3363	3855	4419	5071	5821	6279	6773	7311
27	2602	2979	3413	3914	4486	5147	5908	6374	6875	7421
28	2641	3024	3465	3973	4554	5224	5998	6469	6979	7533
29	2681	3070	3517	4032	4623	5303	6088	6567	7084	7647
30	2742	3149	3611	4148	4762	5469	6282	6782	7320	7904

1 **(b) TRADES PAY SCHEDULE:**

2 (1) The following bi-weekly pay schedule is for all pay grades denoted with the
3 suffix "T".

4 BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	31	32	33	34	35	36	37	38	39	40
Step										
1			1337	1400	1465	1534	1607	1679	1758	1843
2			1358	1421	1487	1557	1632	1705	1785	1870
3		1318	1378	1443	1510	1581	1656	1730	1813	1899

4		1339	1400	1466	1533	1606	1682	1757	1841	1928
5		1360	1421	1488	1556	1630	1708	1784	1868	1958
6	1317	1380	1443	1511	1580	1655	1733	1811	1897	1988
7	1338	1402	1466	1535	1605	1681	1760	1839	1926	2018
8	1359	1423	1488	1558	1629	1707	1787	1866	1956	2049
9	1379	1445	1511	1582	1654	1732	1815	1895	1986	2080
10	1401	1468	1535	1607	1680	1759	1843	1924	2016	2112
11	1422	1490	1558	1632	1706	1786	1870	1954	2047	2143
12	1444	1513	1582	1656	1731	1814	1899	1984	2078	2176
13	1467	1537	1607	1682	1758	1842	1928	2014	2109	2209
14	1489	1560	1632	1708	1785	1869	1958	2045	2141	2243
15	1512	1584	1656	1733	1812	1898	1988	2075	2174	2277
16	1536	1609	1682	1760	1840	1927	2018	2107	2207	2312
17	1559	1634	1708	1787	1867	1957	2049	2139	2241	2347
18	1583	1658	1733	1815	1896	1987	2080	2172	2275	2383
19	1608	1684	1760	1843	1925	2017	2112	2205	2310	2419
20	1633	1710	1787	1870	1955	2048	2143	2239	2345	2457
21	1657	1736	1815	1899	1985	2079	2176	2273	2381	2494
22	1683	1762	1843	1928	2015	2110	2209	2308	2417	2532
23	1709	1789	1870	1958	2046	2142	2243	2343	2454	2570

24	1735	1817	1899	1988	2076	2175	2277	2379	2492	2609
25	1761	1845	1928	2018	2108	2208	2312	2415	2530	2648
26	1788	1873	1958	2049	2140	2242	2347	2452	2568	2688
27	1816	1901	1988	2080	2173	2276	2383	2490	2607	2730
28	1844	1930	2018	2112	2206	2311	2419	2528	2646	2771
29	1872	1960	2049	2143	2240	2346	2457	2566	2686	2813
30	2036	2129	2230	2336	2437	2559	2678	2797	2937	3067

1 **(c) FIRE DIVISION PAY SCHEDULE:**

2 The bi-weekly pay schedule for all pay grades denoted by the suffix “F” will be
3 adopted in accordance with Section 31 of Article XVIII of the City Charter. The Director of
4 Personnel shall establish such regulations and procedures as are necessary to place the Fire
5 Division Pay Schedule in effect. The following bi-weekly pay schedule is for all pay grades
6 denoted with the suffix "F".

FIRE BI-WEEKLY RANGE OF PAY								
	Class Codes							
	2211	2212	2215	2216	2227	2231	2235	2239
	2221	2222	2226					
Current Years of Service	69F	69F	72F	74F	77F	78F	81F	83F
0	2189							
1		2249						
2		2306						
3		2410						
4		2462						
5		2528						

6	2596						
7	2724	3397					
8	2816	3516					
9	2911	3638	3952				
10	2920	3647	3960				
11	3001	3723	4041	4368			
12	3011	3731	4050	4376	4478	4683	5452
13	3020	3740	4059	4385	4612	4816	5469
14	3028	3748	4067	4394	4620	4826	5487
15	3037	3758	4076	4403	4629	4834	5504
16	3045	3766	4084	4412	4637	4843	5521
17	3054	3775	4094	4420	4647	4851	5539
18	3062	3784	4106	4429	4656	4860	5557
19	3071	3792	4111	4438	4664	4869	5574
20	3079	3801	4120	4447	4673	4878	5592

1 **(d) POLICE DIVISION PAY SCHEDULE:**

2 The following bi-weekly pay schedule is for all pay grades denoted with the suffix
3 "D".

POLICE BI-WEEKLY RANGE OF PAY

Class Codes									
2513 2514 2522 2524 2526 2532 2534 2536 2538									
Current Years of Service		69D	69D	71D	72D	74D	77D	78D	81D 83D
0	2189								
1		2249							
2		2306							
3		2410							
4		2462							
5		2528	2980						
6		2596	2987						
7		2724	3138	3397					
8		2816	3246	3516					
9		2911	3359	3638	3952				

10	2920	3367	3647	3960				
11	3001	3438	3723	4041	4368			
12	3011	3446	3731	4050	4376	4478	4683	5452
13	3020	3455	3740	4059	4385	4612	4816	5469
14	3028	3464	3748	4067	4394	4620	4826	5487
15	3037	3472	3758	4076	4403	4629	4834	5504
16	3045	3482	3766	4084	4412	4637	4843	5521
17	3054	3490	3775	4094	4420	4647	4851	5539
18	3062	3499	3784	4106	4429	4656	4860	5557
19	3071	3507	3792	4111	4438	4664	4869	5574
20	3079	3516	3801	4120	4447	4673	4878	5592

(e) 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	\$3596
2E	\$4315
3E	\$5070

(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 after the effective date of this ordinance:

GRADE	BI-WEEKLY RATE
1E	\$3815
2E	\$4714
3E	\$5540

1 **(f) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work
2 assignments. The Director of Personnel shall determine the work assignments for which shift
3 differential will be paid. The assignment or removal of an employee from a work assignment
4 having a shift differential shall be determined by the appointing authority and will not
5 constitute a promotion, demotion, advancement or reduction in pay. The shift differential
6 shall be added to the employee's regular bi-weekly rate.

7 (1) In order for an employee in Section 2(a) or 2(b) to be eligible for shift
8 differential compensation, the employee must work a shift that requires the completion of four
9 (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning.
10 Employees whose pay grade is denoted with the suffix "M" are only eligible to receive shift
11 differential if they are regularly scheduled to work at least four (4) hours between 4:00 p.m.
12 and 8:00 a.m. the following morning. Employees shall be entitled to receive shift differential
13 compensation for no more than one shift worked between the hours of 4:00 p.m. and 8:00
14 a.m. Employees who are assigned to work schedules that require them to rotate among three
15 shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift
16 differential compensation for all three shifts worked.

17 For employees whose pay range is established in Section 2(a) or 2(b) the shift
18 differential premium shall be one percent (1%) of the employee's base bi-weekly rate for each
19 eligible shift worked in a bi-weekly pay period.

20 An employee whose pay range is established in Section 2(a) or 2(b) shall receive shift
21 differential for working a portion of an eligible shift, provided the portion of the shift not

1 worked is charged to paid leave. Shift differential shall only be paid for whole hours worked;
2 a fraction of an hour shall not be counted toward the payment of the differential.

3 (2) For those employees whose pay range is established in Section 2(c), the shift
4 differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and
5 7:00 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly
6 assigned 24-hour shift to be eligible for any shift differential for the shift. Such employees
7 shall not receive shift differential for overtime worked, which is not part of their regular
8 schedule. This provision will not go into effect until shift differential is agreed upon by the
9 Director of Personnel and the Union (Local 73) in writing.

10 Except shift differential premium shall be \$2.00 per hour for each hour worked
11 between 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire
12 Equipment Dispatcher classifications whose pay range is established in Section 2(c).

13 (3) For Police Officer Trainees and employees whose pay grade is denoted with
14 the suffix D, the night shift differential shall be ten percent (10%) of the hourly rate for all full
15 hours worked between the hours of 11 p.m. and 7 a.m. and all eight (8) hour shifts beginning
16 between 10:30 p.m. and 11:30 p.m.

17 (4) Except as otherwise provided in this ordinance, shift differential shall not be
18 paid to employees compensated on an hourly or per performance basis, or bi-weekly paid
19 employees who work part-time. Neither shall shift differential be paid to full-time regular
20 employees docked for any portion of an eligible shift.

1 **(g) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
2 Section 2(a) or 2(b) work on a Saturday and/or a Sunday they shall be eligible for weekend
3 differential. Employees whose pay grade is denoted with the suffix "M" are only eligible to
4 receive weekend differential when it is part of their regularly scheduled work hours. This
5 differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee
6 shall receive weekend differential for working any portion of an eligible day. This differential
7 shall only be paid for full hours worked. Weekend differential shall not be paid to employees
8 compensated on an hourly or per performance basis or bi-weekly paid employees who work
9 part-time. Neither will the weekend differential be paid to full-time regular employees
10 docked for any portion of a day on which the differential would otherwise be paid.

11 **(h) COMMUTING ALLOWANCE:** Employees residing within the corporate limits of
12 the City of St. Louis who are regularly assigned to a position located in a City institution,
13 agency, or facility located outside the corporate limits of the City of St. Louis, and who are
14 regularly assigned to a five-day, forty-hour weekly work schedule, shall be entitled to a
15 commuting allowance in the amount of one hundred eighty dollars (\$180.00) bi-weekly on the
16 effective date of this ordinance. Eligible full-time employees who are assigned to an alternate
17 form of work schedule which reduces the frequency of commuting to work shall be entitled to
18 a commuting allowance which is reduced in proportion to the reduced frequency of
19 commuting. City employees who are temporarily assigned duty to a facility located outside
20 the corporate limits of the City of St. Louis shall be entitled to a per diem rate for the duration

of the assignment. No employee living outside of the corporate limits of the City of St. Louis shall receive a commuting allowance.

A period of absence of ten (10) working days or more shall result in suspension of eligibility for the commuting allowance. Suspension of the commuting allowance shall begin during the pay period in which the tenth (10th) day of absence occurs and shall continue for any subsequent full or partial pay periods during the period of absence. Upon return to duty from such absence, an employee shall immediately be eligible to resume receiving commuting allowance, reduced in proportion to the time the employee did not work due to absence.

Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

(i) BOARD AND COMMISSION STIPENDS:

Title	Code	Stipend
Member, Building Energy Improvement Board	1979-00-B	\$50 per meeting
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up

1			to 2 meetings a week
2	Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
3	Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up
4			to 3 meetings a
5			month
6	Member, Board of Examiners of	1987-00-B	\$45 per meeting, up
7	Sign Erectors		to 3 meetings a
8			month
9	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
10	Member, Civil Service Commission	1989-00-B	\$55 per meeting
11			up to 30 meetings a
12			year
13	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
14			to 50 meetings a year
15	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
16			to 1 meeting a week
17	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
18	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
19			to 15 meetings a year
20	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
21			to 15 meetings a year

1	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
2	Certification Board		to 15 meetings a year
3	Member, Board of Merchants' and	1996-00-B	\$83 per day in
4	Manufacturers' Tax Equalization		session, up to 60
5			meetings during
6			regular 12 week
7			session, but not to
8			exceed 105 meetings
9			a year
10	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
11	Sprinkler System Contractors		to 15 meetings a year
12	Member, Board of Examiners for	1998-00-B	\$45 per meeting
13	Mechanical Contractors		
14	Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting

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

17 **(j)** The Director of Personnel may establish per performance rates of pay, hourly rates of
18 pay, or rates of pay for units of work and the conditions for making of any such payments.
19 Such per performance, hourly, or unit-of-work rates may be computed from the bi-weekly
20 scales established in this ordinance. Per performance, hourly, or unit-of-work rates shall be
21 established considering the nature of employment, community practices in compensating

1 similar employment, and the purpose of the program for which the rate is established.
2 Employees paid per performance, hourly, or unit-of-work rates of pay shall not be entitled to
3 vacation, medical leave or holiday leave with pay or other benefits accorded employees paid a
4 bi-weekly rate except that an appointing authority, with the prior approval of the Director of
5 Personnel, and when sufficient funds have been appropriated for the fiscal year, may establish
6 a modified level or type of benefit program when the provision of such benefit is needed in
7 order to attract and retain sufficiently qualified employees to work in specific per
8 performance, hourly, or unit-of-work assignments.

9 Appointing authorities are not permitted to utilize per performance and hourly
10 employees as a method of replacing bi-weekly rate employees who would be entitled to
11 employee benefits.

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

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

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

3 **(m)** The Director of Personnel may authorize payment of special recruitment incentives,
4 travel, moving and related expenses to recruit employees for positions when funds for this
5 purpose are appropriated.

6 **(n)** The Director of Personnel may approve the payment of hiring incentives to current
7 employees to recruit qualified personnel for positions that are difficult to fill. Hiring
8 incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the
9 position for which the recruitment is made.

10 **(o)** (1) An appointing authority, with the prior approval of the Director of Personnel,
11 may establish cash awards or other incentives for an employee or group of employees to
12 recognize and reward increased productivity or effectiveness. The incentives offered may
13 include cash, paid time off and such other reasonable incentives as the Director of Personnel
14 may determine. Cash awards shall be made from the personal services appropriation of the
15 unit, the account from which the employee's salary is paid or from a general appropriation for
16 this purpose.

17 (2) The Director of Personnel, upon the request of the appropriate appointing
18 authority, may establish a program of cash awards or other incentives, not to exceed ten
19 percent (10%) of annual salary, paid as an addition to pay, for the purpose of providing
20 additional compensation for employees who are fluent in a foreign language and who use this
21 skill in the necessary and regular recurring performance of the duties of their position. Cash

1 awards shall be made from the personal services appropriation of the unit, the account from
2 which the employee's salary is paid or from a general appropriation for this purpose. Cash
3 awards and incentives under this program shall be made in accordance with guidelines
4 established by the Director of Personnel.

5 (3) Notwithstanding any other provision in this ordinance, the Director of
6 Personnel is authorized to extend the maximum of the pay ranges by up to forty percent
7 (40%) for the purpose of compensating positions which are extremely hard to fill.

8 (4) The Director of Personnel may provide an Employee Suggestion Program
9 which grants cash and other awards to recognize employee suggestions which improve City
10 services, operations or facilities. Cash awards to employees for suggestions resulting in
11 tangible savings to the City shall not exceed ten percent (10%) of the annual tangible net
12 savings. Cash awards and payments for other awards shall be made from an appropriation for
13 a suggestion program or other appropriate account. Additionally, cash awards for suggestions
14 shall be granted as an addition to pay, which does not change an employee's bi-weekly rate.
15 The Employee Suggestion Program shall be administered in accordance with regulations
16 established by the Director of Personnel. The Director of Personnel may establish an
17 authority to evaluate suggestions and determine awards; the decisions of this authority shall
18 be final.

19 (p) An employee who is appointed to a position requiring advanced technical skills or
20 professional qualifications may be paid at a higher rate than prescribed for the class in Section
21 2 of this ordinance on recommendation of the appointing authority with the prior approval of

1 the Director of Personnel. Such advancement shall be made solely on the basis that the
2 employee possesses exceptional academic qualifications, registrations or certifications related
3 to the duties of the position and when such academic qualifications, registrations, or
4 certifications are not deemed necessary qualifications for the class of position.

5 The Director of Personnel may also establish other incentive or reimbursement
6 programs to encourage current employees to attain registration, licensure, certification, or
7 proof of professional mastery when it is deemed to be in the best interest of the Classified
8 Service, or when such credentials are clearly recognized as adding to the capability of
9 individuals in that area. Incentives or reimbursements awarded under such programs do not
10 result in an employee being ruled ineligible for incentives or salary increases permitted under
11 other sections of this pay ordinance.

12 **(q)** In Skilled Trades classes, defined as those that have bona fide apprenticeship
13 programs registered with the Department of Labor or documented attainment of equivalent
14 apprenticeship programs, employees who have completed such apprenticeship programs and
15 attained journeyman status shall be granted the special skills recruitment rate for the class if a
16 special skills recruitment rate exists for the class. Employees in classes in the Trades Pay
17 Schedule who have completed alternative training programs established and approved by the
18 Director of Personnel, and attained journeyman status shall also be eligible for a salary at the
19 special skills recruitment rate if such a rate exists for the class.

20 **(r)** An appointing authority may, with the prior approval of the Director of Personnel,
21 establish a program to reimburse, in whole or in part, expenses incurred by employees for the

1 purchase of uniform apparel required in the performance of the duties of their positions, when
2 funds have been budgeted, therefore.

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

5 The Director of Personnel may establish regulations relating to employees' eligibility
6 for reimbursement for uniforms.

7 Further, when funds have been budgeted therefore, an appointing authority may
8 authorize reimbursement to uniformed security or correctional employees of up to fifty dollars
9 (\$50.00) per incident for damage to personal property sustained while the employee was
10 directly engaged in quelling a disturbance while performing assigned and/or authorized duties
11 during a shift. Employees whose pay is established under Section 2(d) of the ordinance may
12 be reimbursed for damages to personal property sustained while in the course and scope of
13 employment in accordance with Police Division policies.

14 (s) An appointing authority that requires employees to provide and maintain their own
15 tools shall provide a tool replacement program and/or annual maintenance allowance, with the
16 prior approval of the Director of Personnel.

17 (t) (1) Contingency assignment differential may be paid for certain assignments when
18 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
19 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
20 assignment, not to extend more than one pay period. The Director of Personnel will
21 determine the assignments for which Contingency Assignment Differential will be paid. The

1 assignment of an employee to said assignment having a contingency assignment differential
2 will be determined by the appointing authority from an existing eligible list and will not
3 constitute a promotion or advancement in pay. In addition, the removal of an employee from
4 said assignment shall not constitute a demotion or reduction in pay. If an eligible list is not
5 available, an appointing authority may submit to the Director of Personnel the name of the
6 employee being considered for the assignment to determine if they meet the necessary
7 minimum qualifications for the position being considered.

8 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d),
9 with the prior approval of the Director of Personnel, the contingency assignment differential
10 will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition
11 to pay for each bi-weekly period worked or one percent (1%) of the employee's regular base
12 bi-weekly rate for each shift assignment covered, not to exceed one (1) pay period.

13 (2) Temporary assignment differential will be paid for certain assignments when a
14 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military
15 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
16 period but not more than thirteen (13) pay periods, and offset by any days that the employee
17 by reason of absence is not fulfilling the assignment. The Director of Personnel will
18 determine the assignments for which the temporary assignment differential will be paid. The
19 assignment or removal of an employee from said assignment having a temporary assignment
20 differential will be determined by the appointing authority and will not constitute a
21 promotion, demotion, advancement, or reduction in pay. The intended employee must meet

1 the minimum qualifications for the position to be assigned. The temporary assignment
2 differential shall be computed as an addition to pay and not affect the employee's regular bi-
3 weekly rate.

4 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d),
5 with the prior approval of the Director of Personnel, the temporary assignment differential
6 will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition
7 to pay for each bi-weekly period worked, not to exceed thirteen (13) pay periods. The
8 Director of Personnel may require the establishment of a department policy on temporary
9 assignment differential pay and must sign off on the policy prior to authorizing temporary
10 assignment differential.

11 **(u)** City employees who are required by their appointing authority to routinely use their
12 personal vehicle in the performance of their duties shall be compensated by receiving a
13 vehicle maintenance and use allowance of two hundred ninety-seven dollars (\$297.00) per
14 month. Eligible employees who use their personal vehicle with reduced frequency shall be
15 entitled to a vehicle maintenance and use allowance which is reduced in proportion to the
16 reduced frequency of use, subject to the approval of the Director of Personnel.

17 **(v)** An appointing authority may, with the prior approval of the Director of Personnel,
18 establish a program to reimburse, in whole or in part, parking expenses incurred by
19 employees, when funds have been budgeted, therefore.

20 **SECTION 3.**

21 **EDUCATION 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 to permit them to attend school, visit other governmental agencies or in any approved manner to devote themselves to 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 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 allocated in the Department's budget.

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 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 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/her position has been allocated, except as otherwise provided in this ordinance.

SECTION 5.

STARTING SALARY

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

3 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
4 shall be paid upon original appointment to the class unless the Director of Personnel finds that
5 it is difficult to secure the services of persons with minimum qualifications or experienced
6 qualified persons at the minimum rate.

7 The Director may establish a recruitment rate for a single position or all positions in a
8 class and authorize employment at an amount above the minimum but within the regular
9 range of salary established for the class. When a recruitment rate is established for an entire
10 class, employees already in such class may have their salaries adjusted to appropriate rates in
11 the new range resulting from the establishment of the recruitment rate.

12 **(c)** Employees with permanent status who are eligible for reemployment as determined by
13 the rules of the Department of Personnel shall be reemployed at an appropriate rate within the
14 salary range which takes into consideration the employee's prior service in the position, as
15 determined by the Director of Personnel.

16 **SECTION 6.**

17 **PROMOTION, DEMOTION, REALLOCATION,**

18 **TRANSFER AND TEMPORARY PROMOTION**

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

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1 **(a)** Promotion: This shall be defined as a change of an employee in the Classified Service
2 from a position of one class to a position of another class with a higher pay grade or a higher
3 starting minimum salary.

4 (1) When an employee is promoted to a position in the General, Management or
5 Trades Pay Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which
6 is five percent (5%) higher than the rate received immediately prior to the promotion or
7 adjusted to the nearest step in the new pay matrix which is not less than but is closest to a rate
8 which is five percent (5%) higher than the rate received immediately prior to promotion. An
9 appointing authority, with the prior approval of the Director of Personnel, may increase the
10 pay of an employee up to twenty percent (20%), adjusted to the nearest step, when such action
11 is needed to attract experienced, qualified candidates for a position. Such salary
12 determinations shall take into consideration the nature and magnitude of the accretion of
13 duties and responsibilities resulting from the promotion. However, no employee shall be paid
14 less than the minimum rate nor more than the maximum rate for the new class of position,
15 except as otherwise provided in this ordinance.

16 (2) Temporary Promotion: When an employee, whose salary range is established
17 in Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a
18 limited duration, the employee's current salary shall be adjusted as provided in Paragraph
19 (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be
20 returned to his/her former rate of pay, adjusted by any increases the employee would have

1 received in the absence of the temporary promotion. In no case shall the employee's salary be
2 above the maximum of the salary range, unless otherwise provided for in this ordinance.

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

9 **(b)** Demotion: This shall be defined as a change of an employee in the Classified Service
10 from a position of one class to a position of another class which has a lower pay grade and a
11 lower starting minimum salary.

12 (1) If an employee is demoted for disciplinary reasons in accordance with the rules
13 of the Department of Personnel and Civil Service Commission and established disciplinary
14 procedures, his/her rate of pay shall be established at a rate within the range for the new
15 position which is at least five percent (5%) lower than the rate received immediately prior to
16 the demotion or reduced to the nearest step which is at least five percent (5%) lower than the
17 rate received immediately prior to the demotion, except no employee shall be reduced below
18 the minimum of the range unless otherwise provided for in this ordinance. The amount of the
19 reduction shall be determined by the appointing authority, with the approval of the Director of
20 Personnel.

1 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall
2 be reduced within the range for the new position which is five percent (5%) lower, to the
3 closest downward step, than the rate received immediately prior to demotion, except that
4 employees who are in a working test period and demote to their previous class of position or
5 pay grade, will return to the rate or step received immediately prior to the promotion, plus any
6 adjustments as otherwise provided in this ordinance. No employee shall be paid less than the
7 minimum nor more than the maximum rate for the new class of position, except as otherwise
8 provided in this ordinance.

9 (3) When an employee is demoted for reasons in the best interest of the City
10 Service as determined by the Director of Personnel, his/her salary may be reduced by reason
11 of the new salary range and grade with the prior approval of the Director of Personnel. If the
12 salary of such employee is above the maximum for the new position, the employee's salary
13 shall not be increased so long as he/she remains in the position, except as otherwise provided
14 by this ordinance.

15 **(c) Reallocation:**

16 (1) If the employee's position is reallocated to a class in a lower pay grade, his/her
17 salary shall remain unchanged or adjusted to the closest step provided the employee's rate of
18 pay shall not be reduced.

19 (2) The salary of an employee whose position is allocated to a class in a higher pay
20 grade shall be determined in accordance with the provisions of this Section 6(a)(1) relating to
21 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, 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.

(e) Over Maximum: 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/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/she remains in the class of position, except as otherwise provided by this ordinance.

SECTION 7.

SALARY ADJUSTMENT

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

(a) Competitive positions for which salary is established in Section 2(a) - General and Management Schedule; or Section 2(b) - Trades Schedule:

(1) Any employee whose salary is established in Section 2(a) or 2(b) – General, Management, and Trades Pay Schedules, shall receive a service rating in accordance with the Service Rating Manual. The rating together with the standards of performance established in the rating manual shall determine eligibility for a one step within-range (merit) increase at

1 intervals as outlined in the Service Rating Manual or other pay regulation(s) as determined by
2 the Director of Personnel. Notwithstanding any other section of the compensation ordinance,
3 all employees in the General, Management, and Trades pay schedules who would be eligible
4 to receive an annual step increase as a result of a "Successful" or "Highly Successful" Overall
5 Rating on their regular Service Rating date will receive a 1.5% increase regardless of their
6 current rate or place in the pay schedule.

7 (2) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
8 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of "Unsuccessful" as
9 defined by the Service Rating Manual, may have his/her salary reduced as determined by the
10 standards established in the Service Rating Manual, but not less than the minimum of the pay
11 grade range.

12 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52)
13 weeks of continuous service from the date of original appointment or from the date of the last
14 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a
15 demotion (not for disciplinary reasons) or an across-the-board ordinance increase, an increase
16 resulting from an authorized incentive program, reallocation or an upgrade of the
17 classification concurrent with adoption of the ordinance. Absence from service as a result of
18 any authorized paid leave, suspensions, military leave, or family/medical leave will not
19 interrupt continuous service. Absence from service for any other cause shall result in
20 breaking continuity of service and establishment of a new anniversary date, except as

otherwise provided in this ordinance. The Director of Personnel may authorize different anniversary dates for an employee or groups of employees.

(c) An appointing authority may evaluate the performance of an employee whose salary is established in Section 2(a) or 2(b) 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:

With the prior approval of the Director of Personnel, the appointing authority in accordance with the Service Rating Manual, may advance the salary of an employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks of employment at the same rate in the salary range by not more than ten percent (10%) or to the closest step in the pay range which provides not more than a ten percent (10%) increase; this may be in addition to any merit increase received.

(2) Substandard performance of duties:

An appointing authority may reduce the salary of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range as provided in the Service Rating Manual; providing the employee's salary is above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime Code 3 or Overtime Code 4.

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.

1 **(d)** Competitive positions for which salary is established in Section 2(c) - Fire Division
2 Schedule:

3 All employees in the Fire Division Pay Schedule shall have a service rating completed
4 in accordance with the Service Rating Manual.

5 Probationary Fire Privates shall be advanced to the rate for Fire Privates at the
6 beginning of the first bi-weekly pay period following one (1) year of service. Probationary
7 Fire Equipment Dispatchers shall follow the same schedule.

8 **(e)** Competitive positions for which salary is established in Section 2(d) – Police Division
9 Schedule:

10 All employees in the Police Division Pay Schedule shall have a service rating
11 completed in accordance with the Service Rating Manual.

12 Police Probationary Officers who successfully complete their working test period shall
13 be advanced to the rate for Police Officer at the beginning of the first bi-weekly pay period
14 during which such officer's one (1) year anniversary as a Police Probationary Officer occurs,
15 excluding his/her initial time in training at the Police Academy.

16 **(f)** Excepted Positions: The pay of an employee in an excepted position shall be adjusted
17 to any rate within the pay range at the discretion of the appointing authority for the excepted
18 position.

19 **(g)** The Director of Personnel may approve, at the request of an appointing authority,
20 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.

(h) The pay of any employee may be decreased as a disciplinary action by an appointing authority to a lower rate. Any such decrease shall be made in accordance with the established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. The decrease may be below the minimum of the pay range for the class. The appointing authority may determine the pay decrease shall be effective for a specific number of bi-weekly pay periods provided, however, that such decrease shall not be effective for more than thirteen (13) bi-weekly pay periods.

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

(j) The Director of Personnel may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

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 or pay regulation promulgated by the Director of Personnel. No employee shall receive remuneration from the City in addition to the salary

1 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
3 of 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
6 shall be proportionate to the hours in the employee's normal work week and the bi-weekly
7 rate for the employee's position. The payment of a separate salary for actual hours worked
8 from two (2) or more departments, divisions or other units of the City for duties performed for
9 each of such agencies is permissible if the total salary received from these agencies is not in
10 excess of the maximum rate of pay for the class.

11 **SECTION 9.**

12 **CONVERSION**

13 **(a)** Pay schedules in Sections 2(a) or 2(b) in **Ordinance Number 71686** shall continue in
14 effect until the beginning of the first bi-weekly pay period starting after the effective date of
15 this ordinance, and the rates to be paid to employees in positions of any classes for which a
16 rate is established or changed in Section 2(a) or 2(b) of this ordinance shall become effective
17 and be adjusted (if necessary) as follows:

18 The salary of each employee whose pay range is established in Section 2(a) or 2(b) of
19 this ordinance whose class has been allocated to a higher pay grade in the appropriate pay
20 schedule as determined by the Director of Personnel shall have their current salary increased
21 to a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate

1 which is five percent (5%) higher than the rate received immediately prior to promotion, but
2 not less than the minimum of the pay range, whichever is the greater. If an employee's salary
3 is between steps, the employee's salary shall be placed at the higher step.

4 **(b)** Pay schedules in Sections 2(c) or 2(d) in **Ordinance Number 71686** shall continue in
5 effect until the beginning of the first bi-weekly pay period starting after the effective date of
6 this ordinance.

7 The salary of each employee whose pay is established in Section 2(c) or 2(d) of this
8 ordinance who previously occupied a step in the pay range within **Ordinance Number 71686**
9 that was greater than step 20, shall be moved to step 20 in the appropriate pay range at the
10 beginning of the first bi-weekly pay period starting after the effective date of this ordinance.

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

13 **(d)** The salary of an employee serving in a trainee position, which remains above the new
14 trainee rate for his/her position, shall remain unchanged.

15 **(e)** The Director of Personnel may establish a special conversion procedure for a class or
16 position in the event that the Director determines that a serious inequity would be created by
17 the application of the conversion procedures established in this Section 9.

18 **(f)** All full-time employees whose salary is established in Section 2(a) or 2(b) – General
19 and Management or Trades Pay Schedules whose bi-weekly rate is above step 30 shall have
20 their bi-weekly rate increased by three percent (3%) at the beginning of the first bi-weekly
21 pay period starting after the effective date of this ordinance.

(g) The Director of Personnel shall establish such procedures as 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 overtime code of an existing class within the classification plan, the Director of Personnel shall change the

overtime code, 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.

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

1 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll
2 unless approved by the Department of Personnel. The Comptroller shall provide the
3 Department of Personnel with a copy of each payroll audited and found correct within twenty-
4 one (21) days after audit and approval of the payroll by the Comptroller's Office.

5 **SECTION 13.**

6 **CERTIFICATION OF PAYROLL**

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

12 **SECTION 14.**

13 **MINIMUM WORK HOURS**

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

17 Each appointing authority shall submit to the Department of Personnel the work
18 schedule established for each position in the work unit. Work schedule reports shall be
19 submitted upon request of the Director of Personnel or whenever the appointing authority
20 proposes to change the permanent work schedule of a position. The work schedule submitted

1 by the appointing authority shall constitute the normal work schedule for the position when
2 approved by the Director of Personnel.

3 All employees in the Classified Service shall be in attendance at their work in
4 accordance with schedules established under the provisions of this Section 14, subject to other
5 provisions of this ordinance with respect to hours, holidays, vacation leave, medical leave,
6 furloughs, sick leave, military leave, and leaves of absence with or without pay.

7 **(a)** Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours
8 shall constitute the average minimum required weekly hours of service in an employment
9 cycle under regular full-time employment for all City employees paid on a bi-weekly basis
10 occupying competitive positions in the Classified Service. The minimum daily and annual
11 service required of such employees shall be in proportion to the average minimum weekly
12 hours established.

13 Appointing authorities shall so arrange the time for reporting for work, for luncheon
14 intermission, and for quitting work of the various employees under their jurisdiction so that
15 the employees will actually be engaged in active performance of their duties for not less than
16 the average minimum number of hours required.

17 **(b)** Management Employees: Appointing authorities for employees occupying full-time
18 positions whose salaries are established in Section 2(a) of this ordinance shall initiate
19 procedures to see that such employees are engaged in the performance of their duties on a
20 full-time basis. Full-time employment for any employee whose classification is denoted in

1 the Management Schedule shall be defined as an average of forty (40) hours per week of time
2 devoted to the duties of the position on an annual basis.

3 **(c)** Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required
4 weekly hours of service in an employment cycle under regular full-time employment for all
5 employees in the Division of Fire and Fire Prevention, except that the appointing authority,
6 with the approval of the Director of Personnel, may determine that the minimum work hours
7 provision of Section 14(a) shall apply to employees in certain positions due to the nature of
8 the assignment and/or scheduling requirements. The appointing authority shall so arrange the
9 time for reporting for work and for quitting work of the various employees under the
10 appointing authority's jurisdiction so that the employees will actually be engaged in the active
11 performance of their duties for not less than the average number of hours required.

12 **(d)** The work period for employees whose pay is established in Section 2(d) of this
13 ordinance is twenty-eight (28) days. The daily work period for an employee in the position of
14 Police Probationary Officer and Police Officer is eight (8) hours which includes a thirty (30)
15 minute meal period. The meal period is counted as working time; however, an officer unable
16 to take a meal break will not receive additional compensation. The daily work period for an
17 employee in the position of Police Officer Trainee is eight (8) hours. Additionally, Police
18 Officer Trainees shall receive a thirty (30) minute unpaid meal period that shall not be
19 counted as part of their daily work period or work day.

20 **SECTION 15.**

21 **OVERTIME**

1 **(a)** The Department of Personnel shall determine those positions in the Classified Service
2 of the City of St. Louis which are exempt from overtime compensation and those positions
3 which are not exempt from overtime compensation. The overtime codes established for each
4 class in Section 1(a) of this ordinance shall be interpreted as follows:

5 **OVERTIME CODE (OVTM):**

6 1 These classes are primarily managerial in nature, but may also include
7 some professional or administrative classes that are ineligible for
8 overtime pay under all but emergency conditions as described in
9 Section 15(d) of this ordinance.

10 2 These are supervisory, professional, and administrative classes that are
11 exempt from overtime compensation, but which the City compensates
12 for overtime at the straight (1.0x) time rate.

13 3 These are non-exempt classes that receive overtime compensation at
14 the one and one-half (1.5x) time rate.

15 4 These non-exempt classes work an average bi-weekly work schedule of
16 84 hours and, therefore, receive overtime compensation at the one and
17 one-half (1.5x) time rate.

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

20 For purposes of determining overtime pay rates for non-exempt employees, the regular
21 hourly rate of pay shall be used.

1 Any employee in a class which has been allocated to Overtime Code 4 (non-exempt)
2 in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee
3 pay or compensatory time off at the one and one half (1.5x) time rate. Each appointing
4 authority shall designate and submit to the Director of Personnel the official work week or
5 work cycle for all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt
6 (Code 4) employee works in excess of forty (40) hours in a work week, the employee will be
7 paid at the one and one half time (1.5x) rate. The average number of scheduled hours in a bi-
8 weekly pay period shall not be less than eighty-four (84) for full-time employment. The
9 regular hourly rate of pay for a non-exempt (Code 4) bi-weekly paid employee shall be
10 determined by dividing the employee's regular bi-weekly rate of pay by the average number
11 of regularly scheduled hours of work in a bi-weekly pay period. In addition to the actual
12 hours worked, only paid vacation, compensatory time, jury leave, and holidays shall count as
13 hours worked for the purpose of determining eligibility for overtime compensation.

14 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt)
15 in this ordinance shall be compensated for overtime work in accordance with the provisions of
16 this section. Each appointing authority shall designate and submit to the Director of
17 Personnel the official work week and schedule or work cycle for all non-exempt positions in
18 the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be
19 less than eighty (80) for full-time employment.

20 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) or 2(b),
21 works hours in excess of the maximum established for an official work week or work cycle,

1 usually forty (40) hours in a work week such hours shall be paid at the one and-one-half time
2 (1.5x) rate. In addition to the actual hours worked, only paid vacation, compensatory time,
3 jury leave, and holidays shall count as hours worked for the purpose of determining eligibility
4 for overtime compensation.

5 Overtime Code 3 employees whose pay matrix is in Section 2(c) of this ordinance who
6 are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred
7 forty-four (144) hours are worked in a work cycle, except that the Fire Division shall pay
8 overtime for emergency work at the end of a shift or emergency work required on a separate,
9 non-scheduled day, even if the total number of hours worked in the work cycle is not in
10 excess of one hundred forty-four (144) hours. These employees shall not receive additional
11 compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if
12 they do not actually work more than one hundred forty-four (144) hours in the work cycle;
13 provided however, that in addition to the actual hours worked, jury leave, vacation leave,
14 compensatory time and "O" days shall count as hours worked for the purpose of determining
15 eligibility for overtime compensation. Days scheduled off to reduce average work week to
16 fifty-two (52) hours, compensatory time, vacation, "O" days, and holiday time shall be
17 scheduled consistent with a reasonable vacation and holiday leave policy to avoid the
18 necessity of actually working more than one hundred forty-four (144) hours during any work
19 cycle.

20 Police Officer Trainees, Police Probationary Officers and Police Officers shall be paid
21 overtime, defined as one and one-half time (1.5x) the employee's regular standard rate of pay,

1 for all hours worked in excess of their eight (8) hour work day or any hours worked on a
2 scheduled day off. Only hours actually worked shall count toward overtime pay.

3 Police Sergeants – whose salary is established in Section 2(d) of this ordinance shall
4 be paid overtime, as defined as one and one-half time (1.5x) the employee's regular standard
5 rate of pay, for all hours actually worked in excess of one hundred sixty (160) hours in a
6 twenty-eight (28) day work period. In addition to hours physically worked, paid vacation,
7 compensatory time, holidays, discretionary holidays, and sick-injured time shall count toward
8 the 160-hour threshold during the 28-day period that must be met to earn overtime. These
9 employees shall receive additional compensation for authorized overtime, court time, and
10 court standby time whenever the total accumulated time exceeds forty (40) hours.

11 **(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a)
12 of this ordinance shall be compensated for overtime by granting the employee pay or
13 compensatory time off at the straight (1.0x) time rate. Each appointing authority shall
14 designate and submit to the Director of Personnel the official work week or work cycle, which
15 is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a
16 full-time employee in an exempt (Code 2) position is directed by management, with the
17 approval of the appointing authority, to work hours in excess of the maximum established for
18 an official work week or work cycle it shall be considered overtime. In addition to the actual
19 hours worked, only paid vacation time, compensatory time, jury leave, and holidays shall
20 count as hours worked for the purpose of determining eligibility for overtime compensation.
21 Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of

1 pay, or by granting the eligible employee compensatory time off at the rate of one (1) hour for
2 each hour of overtime worked. The average number of scheduled hours in a bi-weekly pay
3 period shall not be less than eighty (80) for full-time employment. The regular hourly rate of
4 pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the
5 employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
6 of work in a bi-weekly pay period.

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

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

18 **(e)** Employees who wish to use compensatory time earned in lieu of pay must make their
19 request in writing at least twenty-four (24) hours in advance of the day or days requested.
20 The appointing authority shall keep in mind the staffing needs of the department when
21 granting time off, but in any case time off will not be unreasonably denied.

1 Pay shall be the regular method of compensation for recorded overtime hours of work
2 for employees in classes with Overtime Code 3 and Overtime Code 4. However, an
3 appointing authority shall compensate a non-exempt bi-weekly paid employee for overtime
4 work by granting the employee compensatory time off in lieu of pay only if the employee
5 requests compensatory time, in writing.

6 Employees engaged in public safety, emergency response or seasonal activity as
7 defined by the Director of Personnel may have a maximum balance of two hundred forty
8 (240) hours of compensatory time; except that Police Officer Trainees, Police Probationary
9 Officers, Police Officers, and Police Sergeants shall only be allowed to accumulate up to forty
10 (40) hours of compensatory time. All other employees are allowed a maximum balance of
11 one hundred twenty (120) hours of compensatory time excluding compensatory time earned
12 for working on a holiday. These maximum balances of compensatory time shall apply to
13 employees working an average work week of forty (40) hours; the maximum balance of
14 compensatory time for employees whose average work week is more or less than forty (40)
15 hours shall be proportionate. No provision of this section establishing a maximum balance of
16 compensatory time shall serve to cancel any compensatory time due to an employee or to
17 deny an employee payment for recorded compensatory time earned in accordance with the
18 provisions of the compensation ordinance in effect at the time the compensatory time was
19 earned.

20 Each appointing authority shall establish procedures to assure that non-exempt
21 employees are promptly granted time off when such employees request to use their earned

1 compensatory time. Appointing authorities may not deny non-exempt employees' requests
2 for earned compensatory time off except when such approval would create an extreme
3 business hardship. For employees occupying the position of Police Officer Trainee, Police
4 Probationary Officer, and Police Officer compensatory time may be used at such times and in
5 such blocks as are mutually agreed upon between the supervisor and the employee and it shall
6 not be unreasonably denied by the supervisor if operating requirements will not be adversely
7 affected. When an appointing authority determines that the work schedule of the organization
8 will not permit the granting of such time off, the appointing authority shall pay the employee
9 in that same pay period for all or a portion equivalent to the time requested of the employee's
10 accrued compensatory time. This provision requiring the prompt granting of requested time
11 off applies only to compensatory time that is earned as a result of the employee working
12 overtime; it does not apply to compensatory time earned as a result of an incentive program or
13 award program.

14 Compensatory time earned by exempt employees shall be granted at the discretion of
15 the appointing authority and upon request of the employee.

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

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(g) All departments shall keep daily attendance records of classified employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted, and paid; or 3) the non-occurrence 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 a bi-weekly rate 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 designated holidays:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Year's Day
Third Monday in January	Rev. Martin Luther King, Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
June 19	Juneteenth 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

1 In addition to the above enumerated designated holidays, full-time classified
2 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as
3 established by this Section 16 on any day or partial day the Mayor declares by proclamation
4 the closing of City offices.

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

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

19 **(b)** In addition to the above eleven (11) designated holidays, employees in Section 2(a) or
20 2(b) of this ordinance who were employed by the Board of Police Commissioners
21 immediately prior to September 1, 2013, shall receive five (5) personal (discretionary)

1 holidays which shall be scheduled in accordance with department policies; Police Division
2 civilian employees hired on or after September 1, 2013, shall receive no personal
3 (discretionary) holidays.

4 In addition to pay for hours physically worked on an official holiday, including any
5 overtime to which the employee is entitled under the pay ordinance, employees in Section
6 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners
7 immediately prior to September 1, 2013, will receive four (4) hours of compensatory time if
8 they are required to work a full eight (8) hour shift that begins on any of the following days:

9 January 1

10 Last Monday in May

11 July 4

12 First Monday in September

13 Fourth Thursday in November

14 December 25

15 In addition to any pay for hours physically worked, including any overtime to which
16 the employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this
17 ordinance who were employed by the Board of Police Commissioners immediately prior to
18 September 1, 2013, who are required to work the afternoon, evening overlay, or night watch
19 on December 31 will receive four (4) hours of compensatory time.

1 (c) In addition to the above eleven (11) designated holidays, employees in Section 2(d)
2 shall receive an additional five (5) personal holidays which shall be scheduled in accordance
3 with Police Division policies.

4 In addition to pay for hours physically worked on an official holiday, including any
5 overtime to which the employee is entitled under the pay ordinance, employees in Section
6 2(d) of this ordinance will receive four (4) hours of compensatory time if they are required to
7 work a full eight (8) hour shift that begins on any of the following days:

8 January 1

9 Last Monday in May

10 July 4

11 First Monday in September

12 Fourth Thursday in November

13 December 25

14 In addition to any pay for hours physically worked, including any overtime to which
15 the employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance
16 and Police Officer Trainees, who are required to work the afternoon, evening overlay, or night
17 watch on December 31 will receive four (4) hours of compensatory time.

18 (d) Each appointing authority shall determine the manner of granting holidays and shall
19 report his/her determination to the Department of Personnel, if required by the Director of
20 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this
21 compensation ordinance, excluding employees of the Police Division, are required to work on

1 a holiday they shall be entitled to compensation for the holiday and the hours actually worked.
2 Compensation for the holiday shall be in an amount proportionate to the number of hours an
3 employee is regularly scheduled to work in a day or shift. When full-time bi-weekly rate
4 employees of the Police Division whose pay is established in 2(a), 2(b) or 2(d) are required to
5 work on a holiday, they shall be entitled to leave with pay on another date designated by the
6 appointing authority in an amount proportionate to the number of hours an employee is
7 regularly scheduled to work in a day or shift.

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

12 Employees of the EMS Service, whose positions are classified as EMS Dispatcher,
13 EMS Lead Dispatcher, EMT (Emergency Medical Technician), Paramedic, or Paramedic
14 Crew Chief, will be compensated with pay in lieu of compensatory time for all holidays and
15 receive twelve (12) hours of personal day leave.

16 If an employee is docked from the payroll for one hour or more on the full scheduled
17 workday preceding a holiday, the full scheduled work day following a holiday, or on a
18 scheduled holiday, the employee shall not be compensated for the holiday.

19 The holiday compensation procedures established by this Section 16 shall apply to
20 full-time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees
21 shall be compensated for holidays in proportion to the percentage of time they are regularly

1 scheduled to work. Employees paid on an hourly or per performance basis shall not be
2 entitled to holiday compensation, except as otherwise provided in this ordinance.

3 In the event that the holiday schedule established in this Section 16 is revised,
4 employees who are granted compensatory time in lieu of all holidays shall have their leave
5 benefits adjusted accordingly. The Director of Personnel may establish additional or alternate
6 holiday leave policies for employees occupying public safety positions which qualify for the
7 special overtime pay provisions under Federal law or for employees with official work
8 schedules authorized by the Director of Personnel which exceed the normal forty (40) hour
9 weekly work schedule. Procedures developed in compliance with this Section 16 shall be
10 designed to treat employees in the same manner who work substantially equivalent work
11 schedules.

12 Employees whose pay is established in Section 2(c) of this ordinance and are
13 Overtime Code 3 shall be entitled to one hundred forty-four (144) hours of compensatory time
14 off in lieu of all holidays occurring in a calendar year. Employees whose pay is established in
15 Section 2(c) of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred
16 twelve (112) hours of leave with pay or compensatory time off in lieu of all holidays
17 occurring in a calendar year. Because of the necessity of maintaining the work schedule of
18 such employees, the Director of Personnel, in cooperation with appointing authorities
19 concerned, shall establish procedures for holiday compensation for such employees who are
20 regularly required to work on holidays. Such procedures shall be designed to treat all
21 employees in the class who work a substantially equivalent schedule in the same manner.

Employees whose pay is established in Section 2(c) of this ordinance shall receive five (5) days of paid leave which shall be referred to as “O” Days.

SECTION 17.

VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. There shall be no advancement of paid vacation leave. The Director of Personnel may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Classified Service.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date before April 23, 1989, as follows. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

	PAY ESTABLISHED IN SECTION 2(a) or 2(b)			PAY ESTABLISHED IN SECTION 2(c)	
Length of Cumulative Service	Bi-Weekly Accrual Rates	Annual Equivalent		Bi-Weekly Accrual Rates	Annual 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 employed before July 18, 2010, whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date on or after April 23, 1989, as follows. This excludes all civilian employees who were employed by the Board of Police Commissioners prior to September 1, 2013.

PAY ESTABLISHED

IN SECTION

2(a) or 2(b) or 2(c)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
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 employed before July 18, 2010, whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(c) Employees employed on or after July 18, 2010, will not have the 40 hours added to their vacation balance upon completion of 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.

(d) Employees whose pay is established in Section 2(a) or 2(b) employed by the Board of Police Commissioners immediately prior to September 1, 2013, employed by the City on September 1, 2013, and continuously employed by the City shall accrue vacation hours as follows:

PAY ESTABLISHED			
IN SECTION			
2(a) or 2(b)			
Length of	Bi-Weekly	Annual	
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>	
1 but less than 12 years	4.62	120.12	
12 but less than 21 years	6.16	160.16	

1	21 but less than 30 years	7.70	200.20
2	30 or more years	9.24	240.24

3 (e) Police Division employees whose pay is established in Section 2(a) or 2(b) who were
4 hired on or after September 1, 2013, shall accrue vacation hours as listed below:

5 PAY ESTABLISHED

6 IN SECTION

7 2(a) or 2(b)

8	Length of	Bi-Weekly	Annual
9	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
10	1 but less than 5 years	3	78
11	5 but less than 10 years	5	130
12	10 but less than 15 years	6	156
13	15 but less than 20 years	7	182
14	20 or more years	8	208

15 (f) Employees whose pay is established in Section 2(d) of this ordinance and employees
16 whose pay is established in Section 2(a) or 2(b) and were employed by the Board of Police
17 Commissioners immediately prior to September 1, 2013, and remain so employed shall earn
18 vacation time in accordance with the following schedule on employment anniversary dates as
19 follows:

20 PAY ESTABLISHED

21 IN SECTION

1		2(a) or 2(b) or 2(d)	
2	Length of	Bi-Weekly	Annual
3	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
4	1 but less than 12 years	4.62	120.12
5	12 but less than 21 years	6.16	160.16
6	21 but less than 30 years	7.70	200.20
7	30 or more years	9.24	240.24

8 (1) For employees whose pay is established in Section 2(d), forty (40) hours of
9 vacation leave may be taken in one (1) hour increments.

10 (2) Vacation time is accrued on a bi-weekly basis. No employee will be entitled to
11 or allowed to take any vacation until ninety (90) days of continuous employment from the
12 date of employment.

13 **(g)** All references in this ordinance, except as otherwise noted, to accrual rates, additions
14 to, and accrual maximums for vacation are for employees working a scheduled work week of
15 forty (40) hours. Vacation rates, additions and maximums shall be computed on a
16 proportionate basis for employees whose average work week is more or less than forty (40)
17 hours. When an eligible employee's scheduled work week is changed, the employee's rate of
18 accrual shall be changed proportionately. All references in this ordinance to cumulative
19 service for vacation shall mean cumulative service without a break in service of more than
20 one year, except as provided otherwise in this ordinance. No employee who works less than

1 fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue
2 vacation.

3 **(h)** (1) For those employees hired before or after the effective date of this ordinance
4 whose pay is established in Section 2(a), 2(b) or 2(c) who work an average work week of
5 forty (40) hours, the maximum vacation balance shall be six hundred (600) hours. For those
6 employees hired before the effective date of this ordinance whose pay is established in
7 Section 2(d) and who work an average work week of forty (40) hours, the maximum vacation
8 balance shall be five hundred (500) hours. Employees whose pay is established in Section
9 2(d) who have more than five hundred (500) hours of vacation on the effective date of this
10 ordinance shall receive a one-time payment for all vacation hours accrued and unused over
11 five hundred (500) hours. For those employees hired on or after the effective date of this
12 ordinance whose pay is established in Section 2(d) and who work an average work week of
13 forty (40) hours, the maximum vacation balance shall be two hundred and forty (240) hours.
14 An appointing authority, upon written request and with the prior approval of the Director of
15 Personnel, may authorize an employee or group of employees to exceed these maximums.
16 Vacation accrual maximums for those working more or less than forty (40) hours per week,
17 but at least fifty percent (50%) time shall be proportionate to the number of hours worked in a
18 bi-weekly pay period.

19 (2) When an employee's full-time average work week is changed, the maximum
20 vacation balance shall be changed proportionately. In addition, the employee shall have
21 his/her current vacation balance adjusted so that the vacation shall maintain the same position

1 relative to the new maximum balance as existed with the employee's previous maximum
2 balance.

3 (3) Accrual of vacation shall cease when an employee accumulates the maximum
4 vacation balance established for the assigned work schedule and shall not resume until the
5 vacation balance is less than the maximum amount.

6 (i) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period
7 and each pay period thereafter, but employees must complete the entire pay period to accrue
8 the vacation leave at the end of said pay period:

9 (1) of appointment;

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

11 (3) of restoration to employment of one-half (50%) time or more.

12 Vacation leave shall be granted in whole hour units. On termination of service, any
13 fractional hour shall be made whole. The accrual of vacation leave shall cease on the
14 employee's last day at work.

15 (j) Appointing authorities shall be responsible for establishing all vacation leave
16 schedules but may not discipline employees by imposing unusual vacation schedules.
17 Vacation shall be granted to the employee as provided by this ordinance in one of the
18 following ways:

19 (1) When the employee requests vacation leave in accordance with departmental
20 policies;

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

1 (3) When an employee is terminated or resigns from the Classified Service;

2 (4) When an employee whose salary is established in Sections 2(a), 2(b), 2(c) or
3 2(d) reaches the established maximum accrual and would cease accruing vacation and notifies
4 the appointing authority in writing of his/her intention to schedule vacation. Such notice shall
5 be at least seven (7) days prior to the first work day the employee intends to take off. If the
6 appointing authority fails to establish a different vacation schedule, the employee may take
7 the paid leave, which was proposed in writing.

8 (5) With the approval of the appointing authority, an employee may request and
9 receive payment from the appointing authority for forty (40) hours of vacation accrual in lieu
10 of scheduling paid leave provided that the full vacation allowance for that year is not
11 exceeded. This may be done a maximum of once in each calendar year. Management
12 employees may request payment from the appointing authority for up to an additional forty
13 (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules
14 do not permit them to be absent from work. Employees whose pay is established in Section
15 2(c) of this ordinance may request payment for up to ninety-six (96) hours of vacation. These
16 requests are subject to the prior approval of the Director of Personnel.

17 **(k)** During the first twelve (12) months of employment, unless stated otherwise in this
18 ordinance, accrued vacation may be granted to an employee provided that the employee has
19 completed ninety (90) days of continuous service. When employment is terminated before
20 completing twelve (12) months of continuous service, any previously granted vacation leave
21 shall be deducted from the employee's final pay. When the service of an employee is

1 terminated after twelve (12) months of continuous service, any accumulated vacation that is
2 due the employee shall be paid.

3 **(l)** Employees who separate from the Classified Service, who are certified from a
4 reemployment list, and who return to the Classified Service within twenty-four (24) months of
5 the separation, will be given credit for prior continuous service in determining the vacation
6 accrual rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance
7 and based on the date of the employee's original appointment.

8 **(m)** Employees who move to the Classified Service from the Unclassified Service shall be
9 given credit for the years of service in the Unclassified Service in determining the vacation
10 accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date
11 of the employee's original appointment.

12 **(n)** Employees who return to work from a "reemployment from layoff" eligible list shall
13 be eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance,
14 provided the employee has completed six (6) months of continuous service prior to the layoff
15 and with approval of the appointing authority. An employee who has completed less than six
16 (6) months of continuous service will be required to complete the remaining portion of the six
17 (6) months period before being eligible to use vacation.

18 Any such reemployed worker shall be given credit for prior continuous service in
19 determining the employee's vacation accrual rate in accordance with the schedule established
20 in Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's

original appointment. A Commissioned Officer who retires and is rehired as a civilian employee will be considered a new employee for vacation purposes.

(o) 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.

(p) 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.

(q) 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 off 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 paycheck.

(r) Employees occupying excepted positions in the Classified Service shall be granted vacation at the discretion of their appointing authority. An employee whose term in an excepted position ends and who is then appointed to a permanent competitive position working fifty percent (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

1 original date of appointment to the excepted position, providing there was no break in service
2 between expiration of the excepted position and appointment to the permanent competitive
3 position. The date of appointment to the permanent competitive position shall be used to
4 determine the appropriate rate of vacation accrual for the corresponding length of cumulative
5 service in accordance with the schedule established in Section 17(b).

6 **(s)** Appointing authorities shall report leave with pay for vacation and such other
7 authorized absences as the Director of Personnel shall designate to the Department of
8 Personnel in such form and at such time as the Director of Personnel may require.

9 **SECTION 18.**

10 **SICK LEAVE**

11 **(a)** Employees (non-Police Division employees) ceased accruing sick leave beginning
12 July 18, 2010. Employees in Section 2(a) or 2(b) employed by the Board of Police
13 Commissioners prior to September 1, 2013, employed by the City on September 1, 2013, and
14 continuously employed by the City ceased accruing sick leave on June 30, 2014. An
15 employee may choose to use his/her sick leave in accordance with regulations established by
16 the Director of Personnel.

17 **(b)** An active employee who is a member of the Employees Retirement System or the
18 Firemen's Retirement System of the City of St. Louis, and who applies for retirement and
19 immediately retires from active service, shall receive payment for his/her sick leave balance
20 less any sick leave credited or paid to a member or used in the calculation of retirement
21 benefits under this or any other ordinance(s). If the Employees Retirement System or

Firemen's Retirement System provides for sick leave to be credited or paid to a member or used in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50%) of the value of the employee's sick leave balance. If the Employees Retirement System of the City of St. Louis provides for sick leave to be credited or paid to a member or used in the calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of the employee's sick leave balance at time of retirement.

(c) If a member of the Employees Retirement System or the Firemen's Retirement System of the City of St. Louis who had been otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive payment based on the calculation above on the employee's sick leave balance, if any. Payment shall be made in accordance with the procedures established by the Director of Personnel.

(d) An employee who is reemployed from an authorized layoff shall have his/her prior sick leave balance if any restored, provided this balance has not been used in the determination of pension benefits paid to the retiree.

(e) Commissioned officers will be granted sick leave at the rate of 3.70 hours bi-weekly. In addition, military reinstatements will be credited, on the date of their reinstatement, with the number of sick leave credits accumulated prior to entering the military. Officers hired prior to April 20, 2011, may earn and bank sick leave hours on an unlimited basis until termination from the Division.

(f) Commissioned officers hired prior to April 20, 2011, with thirty (30) years of service and possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their

1 accumulated sick leave hours. Officers hired prior to April 20, 2011, who have at least twenty
2 (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation
3 for one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080
4 hours divided by 12). All other officers hired prior to April 20, 2011, terminating their
5 employment with the Division will receive compensation for one-fourth of their accumulated
6 sick leave hours at the time of termination. These benefits are not granted to employees who
7 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

8 **(g)** Employees in Section 2(a) or 2(b) formerly employed by the Board of Police
9 Commissioners prior to April 20, 2011, and continuously employed by the City with thirty
10 (30) years of service and possessing 2,200 accrued sick leave hours, will receive
11 compensation for one-half of their accumulated sick leave hours. Employees in Section 2(a)
12 or 2(b) formerly employed by the Board of Police Commissioners hired prior to April 20,
13 2011, and continuously employed by the City who have at least twenty (20) years of service
14 who possess 1,600 accrued sick leave hours, will receive compensation for one-fourth of their
15 accumulated sick leave hours, and also receive 173.33 hour pay (2080 hours divided by 12).
16 All other employees in Section 2(a) or 2(b) employed by the Board of Police Commissioners
17 prior to April 20, 2011, and continuously employed by the City who terminate their
18 employment with the Division will receive compensation for one-fourth of their accumulated
19 sick leave hours at the time of termination. These benefits are not granted to employees who
20 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

1 granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the
2 Board of Police Commissioners before September 1, 2013, employed by the City and
3 continuously employed by the City on September 1, 2013.

4 **(b)** The Director of Personnel may establish a system of cash awards, paid time off or
5 other incentives to reward employees for perfect and near perfect attendance.

6 **(c)** An appointing authority shall remove an employee from the payroll for unexcused
7 absence in accordance with regulations and procedures established by the Director of
8 Personnel. When an employee is docked from the payroll under the provisions of this section,
9 the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the
10 regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an
11 employee is docked from the payroll for one (1) hour or more in a bi-weekly pay period,
12 he/she will cease to accrue medical leave for the pay period.

13 **(d)** If management decides to send their employees or a group of employees home due to
14 inclement weather, they will not lose their medical leave accrual for that pay period.

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

20 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior
21 medical leave balance and sick leave balance restored if any, provided any sick leave balance

1 has not been credited to the employee's length of service in determining pension benefits paid
2 to the retiree. An employee who is reemployed from an authorized layoff and who has a
3 medical and/or sick leave balance and who completed twenty-six (26) weeks of continuous
4 employment prior to the layoff may take approved medical and/or sick leave upon
5 reemployment.

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

10 **(h)** Employees shall not receive payment for any medical leave balance, and it shall not be
11 used in the calculation of retirement benefits or payments under this ordinance or any other
12 ordinance.

13 **(i)** There shall be no advancement of medical leave.

14 **SECTION 20.**

15 **MILITARY LEAVE**

16 The City of St. Louis will follow all applicable state and federal laws on the granting
17 of military leave and reemployment rights.

18 Each employee is required to give advance notice (at least 30 days prior to departure
19 when feasible), preferably in writing, of service obligation or intention to perform services in
20 the uniformed services, unless such notice is prevented by military necessity, as determined
21 by a designated authority, or impossible or unreasonable under all of the circumstances.

Upon the expiration of military leave of absence, the employee shall be reinstated to the class of position he/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 pursuant to state or federal law shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the employee upon his/her return.

Full-time, permanent employees paid a bi-weekly rate of pay who are called to active duty as a member of the National Guard or any reserve component of the Armed Forces of the United States and who are placed on a military leave of absence will be granted compensation in the amount to offset the difference between the employee's gross bi-weekly pay with the City and his/her total military pay plus allowances if such military pay and allowances is less than the employee's regular gross bi-weekly rate of pay and subject to submission of documentation as required by the Director of Personnel.

SECTION 21.

LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE

An employee may request a leave of absence, or an appointing authority may request a leave of absence for an employee, for any reason under the City's general leave policy, or a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The 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.

1 **(a)** An appointing authority, with the approval of the Director of Personnel, may grant an
2 employee in a competitive position a general leave of absence without pay for a period of one
3 (1) year, which may be extended, with the prior approval of the Director of Personnel.

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

16 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting
17 of family/medical leave. The City of St. Louis will provide up to six (6) weeks of paid
18 family/medical leave, in accordance with the City's "Family/Medical Leave Policy."

19 The Director of Personnel shall establish additional rules, guidelines and procedures
20 for the effective administration of the City's "Family/Medical Leave Policy." The policy shall

1 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
2 thereafter.

3 Employees must take all of their accrued time (sick leave, medical leave, vacation
4 leave) prior to being placed on leave without pay status for approved Family and Medical
5 Leave, except employees can keep one (1) week of vacation hours (if they have accrued one
6 (1) week of vacation and are eligible to take them). Employees will be allowed to use all their
7 compensatory time, if requested by employee.

8 **(c)** Any employee in a competitive position who is appointed to an excepted position in
9 the Classified Service shall be granted an in-service leave without pay from the competitive
10 position during the term to which he/she is appointed to the excepted position. Such leave
11 shall be for the term of the appointment to the excepted position and until his/her successor
12 qualifies. Upon the expiration of the appointment to the excepted position, the employee shall
13 be reinstated to the competitive position he/she occupied immediately prior to the in-service
14 leave. The employee shall be reinstated to the competitive position as under a temporary
15 promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a
16 competitive position shall retain any vacation, compensatory time, sick leave, or medical
17 leave balance in effect at the time of granting of the leave of absence for appointment to the
18 excepted position. Employees shall be given credit for time spent in an excepted appointment
19 in computing eligibility for additional vacation leave accrual.

20 **(d)** In the event that emergency conditions occur which require the closing of City-
21 operated facilities, or the temporary cessation of functions carried out by classified

1 employees, the Mayor of the City of St. Louis may declare an emergency and require an
2 employee or group of employees to take leaves of absence with or without pay while such
3 emergency conditions exist. In the event that the Mayor requires that the leave of absence be
4 without pay, an employee with vacation or accrued compensatory time may elect to take the
5 accrued time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-
6 paid leave of absence shall not interrupt continuity of service for vacation accrual. An
7 emergency leave of absence declared by the Mayor shall not exceed ninety (90) days.

8 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
9 absence, except military leave, must take all accrued vacation at the start of the leave of
10 absence except as otherwise provided in this ordinance. Employees who are granted or placed
11 on a non-paid leave of absence will not accrue vacation, sick leave, and medical leave during
12 the period of non-paid leave. Upon the expiration of such leaves of absence, the employee
13 shall follow the procedures as established in this Section 21 and any other applicable
14 regulations and procedures as established by the Director of Personnel.

15 **(f)** An appointing authority, with the prior approval of the Director of Personnel, may put
16 an employee on a forced leave of absence with or without pay pending the outcome of an
17 investigation or of a pending disciplinary action against the employee. Employees being
18 placed on forced leave may elect to be placed on either vacation leave or compensatory time.

19 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
20 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough
21 program.

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 insurance 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 1st of each year regarding coverage 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 1st of each year. The Director of Personnel may amend said rates as needed.

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/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

1 employee which is available to the employee's beneficiaries and also in addition to any benefit
2 provided by the Employees Retirement System of the City of St. Louis, the Firemen's
3 Retirement System of the City of St. Louis, or the Firefighters Retirement Plan.

4 **SECTION 24.**

5 **WORKERS' COMPENSATION AND DISABILITY LEAVE**

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

17 The employee who suffers a personal injury as described in part (a) of this section, and
18 which results in temporary disability, may elect to use sick or medical leave for the first three
19 (3) days of temporary disability. Thereafter, the employee will be compensated at the rate
20 mandated by the Missouri Workers' Compensation Law. If the period of disability extends
21 fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during

1 the first three (3) days of disability will be restored to the employee's sick or medical leave
2 balance. The City Counselor shall determine the actual amount of compensation and length
3 of time during which payments are made for such temporary disability in accordance with the
4 Missouri Workers' Compensation Law.

5 **(b)** (1) Any employee in the competitive service whose class title and grade are
6 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
7 personal injury by accident or occupational disease while engaged in actual fire suppression,
8 or related emergency response activities on or about the premises where these activities are
9 being performed, or during transportation to and from the scene of the fire, or emergency,
10 shall promptly report such injury to his/her immediate supervisor. The injury shall be
11 promptly reported through appropriate management personnel to the Director of Personnel
12 and the City Counselor. During the period of temporary disability which has been determined
13 by the City Counselor to be a result of an injury by accident or occupational disease as
14 defined above, the employee may be continued on the payroll at the regular bi-weekly rate
15 less any amount the employee would otherwise pay in taxes on that portion of the benefit
16 found to be exempt from taxation under the Missouri Workers' Compensation Law, or the
17 federal tax code. Disability leave may also be granted when an employee suffers injury as a
18 result of participation in Training Simulation of an exceptional and highly dangerous nature
19 wherein the appointing authority or the Director of the Department of Public Safety has
20 gained the approval of the Director of Personnel prior to such Training Simulation.

1 (2) Any employee in the competitive service whose class title and grade are
2 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
3 personal injury by accident or occupational disease arising out of and in the regular course of
4 employment while engaged in or about the premises where his/her duties are being
5 performed, except as otherwise provided in Section 25(b)(1) above shall likewise, promptly
6 report such injury to his/her immediate supervisor, who shall report, through his/her
7 appointing authority, all facts concerning the incident to the City Counselor and the Director
8 of Personnel. During any such period of temporary disability, the employee shall be entitled
9 to workers' compensation benefits as prescribed by State Law.

10 (3) Employees in the competitive service whose pay is established in Section 2(d)
11 of this ordinance who suffer personal injury by accident or occupational disease arising out of
12 and in the regular course of employment shall receive compensation in accordance with
13 Police Division policies. Employees in the competitive service whose pay is established in
14 Section 2(a) or 2(b) of this ordinance and who were employed by the Board of Police
15 Commissioners and who remain employed by the Police Division who suffer personal injury
16 by accident or occupational disease arising out of and in the regular course of employment
17 shall receive compensation in accordance with Police Division policies.

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

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

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

9 SECTION 25.

10 JURY AND WITNESS LEAVE

11 (a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
12 (50%) time or more for such time when such employees are serving as jurors pursuant to
13 order of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-
14 weekly rate employee, when so summoned for jury service, shall report such fact within
15 seventy-two (72) hours to his/her appointing authority and display to the appointing authority
16 the summons which the employee has received and shall give the appointing authority in
17 writing the date and the time of such jury service. No bi-weekly rate employee shall receive
18 any compensation from the Jury Commissioner or the United States District Court system for
19 jury service for days the employee receives compensation from the City. A bi-weekly rate
20 employee may keep the jury stipend for days when the employee receives no compensation
21 from the City (off days, docks, leaves, etc.). Upon being discharged from serving as a juror

1 by the Court or Jury Commissioner, the employee shall forthwith report to his/her appointing
2 authority if discharged during their normally scheduled work hours and shall submit to his/her
3 appointing authority a written statement from the Jury Commissioner certifying that the
4 employee has served as a juror and the time and date so served. The appointing authority
5 shall, upon receipt of the statement of jury service, credit the employee with paid jury leave
6 for such service.

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

19 **SECTION 26.**

20 **DEFERRED COMPENSATION**

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

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

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

19 In the event Federal or State legislation is changed in a manner affecting and/or
20 relating to any of the aforementioned Deferred Compensation provisions contained in this
21 Section, the Board of Estimate and Apportionment of the City of St. Louis may amend the

1 deferred compensation plan accordingly and may execute any and all documents necessary to
2 achieve and effectuate the recommended changes.

3 **SECTION 27.**

4 **RETIREMENT**

5 The following provisions shall apply to the Employees Retirement System:

6 **(a)** "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

7 (1) The annual compensation received by a member for the two (2) consecutive
8 years of creditable service in which the highest compensation was received preceding the
9 termination of his/her employment, and

10 (2) The balance of a member's sick leave on the date of retirement *less* sick leave
11 hours paid to the member upon termination of his/her employment and *less* sick leave hours
12 considered as creditable service for the purpose of determining eligibility for and/or
13 calculation of retirement benefits, except that said balance cannot exceed twenty-five percent
14 (25%) of a member's total sick leave on the date of retirement.

15 **(b)** If a member has less than two (2) consecutive years of creditable service his/her final
16 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below
17 and then multiplied by (4) below:

18 (1) The sum of monthly compensation received by the member for each
19 consecutive month of creditable service immediately preceding the termination of his/her
20 employment;

1 (2) The balance of a member's sick leave pay on the date of retirement *less* sick
2 leave hours paid to the member upon termination of his/her employment and *less* sick leave
3 hours considered as creditable service for the purpose of determining eligibility for retirement
4 benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's
5 total sick leave on the date of retirement.

6 (3) The number of consecutive months of creditable service immediately
7 preceding the termination of his/her employment, and

8 (4) Twelve (12).

9 The years of creditable service of a member shall be the number of years and
10 completed full calendar months of service during which he/she receives compensation from
11 the first day of the calendar month following the date of the beginning of each employment
12 with an employer until his/her employment is terminated, subject to the provisions of this
13 section. The years of creditable service of an employee (as that term is defined in Subsection
14 11 of Section Four of Ordinance 66511) hired after the operative date (as that term is defined
15 in Subsection 18 of Section Four of Ordinance 66511) who had attained the age of sixty (60)
16 years at initial employment shall be the number of years and completed months of service
17 during which he/she receives compensation from October 1, 1988, and hereafter, from the
18 first day on or after October 1, 1988, of the beginning of each employment with an employer
19 until his/her employment is terminated. No creditable service shall be granted for any period
20 of employment before October 1, 1988, after the calendar month in which the member attains
21 age seventy (70). No creditable service for prior employment shall be granted to an employee

1 who becomes a member after April 1, 1960, unless he/she was employed by an employer on
2 April 1, 1960.

3 A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be
4 considered as additional creditable service for calculation of retirement benefits under any
5 provision of this Ordinance 66511, as amended:

6 (a) Sick leave hours considered as creditable service for the purpose of
7 determining eligibility for retirement benefits, and

8 (b) Sick leave hours paid to the member upon termination of his/her employment,
9 and

10 (c) Sick leave hours used in determining final average compensation.

11 **SECTION 28.**

12 **SEVERABILITY**

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

20 **SECTION 29.**

21 **REPEAL OF PREVIOUS ORDINANCES**

Page 112 of 117
Board Bill Number 173
Spencer
January 31, 2025

Ordinance Number 71686 and all other ordinances or amendments, or parts thereof
conflicting with the provisions of this ordinance are hereby repealed.

SECTION 30.

EMERGENCY CLAUSE

This ordinance being deemed necessary for the immediate preservation of the public
peace, health and safety is declared to be an emergency ordinance pursuant to Article IV,
Section 19 and 20 of the City Charter.

SECTION 31.

POLICE DIVISON

The compensation terms contained herein for officers and employees assigned to the
Police Division are subject to change in the event of the enactment of any laws or regulations
that result in the City no longer possessing sole and exclusive right to operate and direct all
officers and employees assigned to the Police Division.

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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ORDINANCE NUMBER 71963

SUMMARY OF SIGNIFICANT CHANGES TO ORDINANCE 71686

SECTION 2. OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

- 2(a) The pay schedule for all pay grades denoted with the suffix "G" or "M" will be changed as follows:
- The bi-weekly rate for each step in each grade (5-23) will be increased by three percent (3%).
- 2(b) The pay schedule for all pay grades denoted with the suffix "T" will be changed as follows:
- The bi-weekly rate for each step in each grade (31-40) will be increased by three percent (3%).
- 2(c) The pay schedule for all pay grades denoted with the suffix "F" will be changed as follows:
- The bi-weekly rate for each step (years of service) in each grade (69F, 72F, 74F, 77F, 78F, 81F, and 83F) up to step 20 will be increased by seven percent (7%).
- 2(d) The pay schedule for all pay grades denoted with the suffix "D" will be changed as follows:
- The bi-weekly rate for each step (years or service) in each grade (69D, 71D, 72D, 74D, 77D, 78D, 81D, and 83D) up to step 20 will be increased by seven percent (7%).
- 2(e) Beginning with any term of office starting after the effective of the date of the ordinance, the bi-weekly pay schedule for each Executive pay grade, denoted by the suffix "E," (1E, 2E, and 3E) will be increased by three percent (3%).

SECTION 9. CONVERSION

- 9(b) The salary of each employee whose pay is established in Section 2(c) or 2(d) of this ordinance who previously occupied a step in the pay range within Ordinance 71686 that was greater than step 20, shall be moved to step 20 in the appropriate pay range at the beginning of the first bi-weekly pay period starting after the effective date of this ordinance.

SECTION 17. VACATION

- 17(h) For those employees hired before the effective date of this ordinance whose pay is established in Section 2(d) and who work an average work week of forty (40) hours, the maximum vacation balance shall be five hundred (500) hours.

Employees whose pay is established in Section 2(d) who have more than five hundred (500) hours of vacation on the effective date of this ordinance shall receive a one-time payment for all vacation hours accrued and unused over five hundred (500) hours.

For those employees hired on or after the effective date of this ordinance whose pay is established in Section 2(d) and who work an average work week of forty (40) hours, the maximum vacation balance shall be two hundred and forty (240) hours.

An appointing authority, upon written request and with the prior approval of the Director of Personnel, may authorize an employee or group of employees to exceed these (vacation hour) maximums.

- 17(k) During the first twelve (12) months of employment, unless stated otherwise in this ordinance, accrued vacation may be granted to an employee provided that the employee has completed ninety (90) days of continuous service.

SECTION 19.

MEDICAL LEAVE

- 19(a)(1) An eligible employee may be granted paid medical leave by his/her appointing authority after completing ninety (90) days of continuous service.

ORDINANCE 71686

BOARD BILL NUMBER 47 INTRODUCED BY ALDERWOMAN CARA SPENCER

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 Number 71512**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the pay period in which this ordinance is approved by the Mayor.

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

SECTION 1.

ALPHABETICAL LIST OF CLASSES

(a) Beginning with the effective date of this ordinance, 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.

GRADE/				
TITLE	CODE	SCHEDULE	OVTM	
Abatement and Exemption Analyst	1424	15	G	3
Account Clerk	1142	11	G	3
Accountant	1442	14	G	2

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1	Accounting Coordinator	1444	15	G	1
2	Accounting Manager	1446	17	M	1
3	Accounting Officer	1447	16	M	1
4	Accounting Supervisor	1443	15	M	1
5	Administrative Assistant I	1621	13	G	3
6	Administrative Assistant II	1622	14	G	3
7	Administrative Assistant III	1623	15	M	1
8	Administrative Assistant to the Mayor	1721	14	G	1
9	Air Pollution Inspector	3922	13	G	3
10	Airfield Maintenance Foreman	3322	14	G	3
11	Airfield Maintenance Supervisor	1638	15	M	2
12	Airfield Maintenance Worker	3324	12	G	3
13	Airfield Maintenance Worker (Lead)	3327	13	G	3
14	Airfield Operations Specialist	1631	14	G	3
15	Airfield Operations Specialist (Lead)	1635	15	G	3
16	Airfield Painter/Maintenance Worker	3247	36	T	3
17	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
18	Airport Assistant Director Air Service and				
19	Business Development	1688	19	M	1
20	Airport Assistant Director Community Programs	1655	19	M	1
21	Airport Assistant Director Finance and Accounting	1651	19	M	1

1	Airport Assistant Director Planning and Engineering	1653	19	M	1
2	Airport Assistant Director Operations and				
3	Maintenance	1634	19	M	1
4	Airport Building Maintenance Supervisor	1684	14	M	2
5	Airport Deputy Director Finance and Administration	1686	21	M	1
6	Airport Deputy Director Operations	1639	21	M	1
7	Airport Deputy Director Planning and Development	1652	21	M	1
8	Airport Emergency Preparedness Coordinator	1630	14	G	3
9	Airport Fleet Maintenance Manager	3273	16	M	1
10	Airport Operations Supervisor	1636	16	M	2
11	Airport Planning Manager	1656	18	M	1
12	Airport Police Captain	2145	15	M	1
13	Airport Police Chief	2147	17	M	1
14	Airport Police Lieutenant	2144	14	G	2
15	Airport Police Officer	2141	12	G	3
16	Airport Police Sergeant	2143	13	G	3
17	Airport Power Plant Manager	1687	16	M	1
18	Airport Properties Division Manager	1654	18	M	1
19	Airport Properties Inspector	4222	13	G	3
20	Airport Properties Specialist	1681	14	G	3
21	Airport Properties Supervisor	1682	15	G	3

1	Airport Risk Manager	1683	15	G	3
2	Airport Traffic Officer	2172	9	G	3
3	Animal Care and Control Officer	2113	11	G	3
4	Animal Regulation Center Supervisor	2116	14	G	3
5	Arborist	3654	15	G	1
6	Architect	4433	15	G	1
7	Architectural Manager	4434	17	M	1
8	Assessor	1439	20	M	1
9	Asset Manager	1486	19	M	1
10	Assistant Fire Chief	2235	81	F	1
11	Assistant Mechanical Maintenance Worker	3412	9	G	3
12	Attorney I	2361	15	G	1
13	Attorney II	2362	17	G	1
14	Attorney III	2363	18	G	1
15	Attorney IV	2367	20	G	1
16	Attorney Manager	2364	20	M	1
17	Audit Coordinator	1474	15	G	1
18	Audit Manager	1475	17	M	1
19	Audit Supervisor	1473	16	M	1
20	Auditor	1472	14	G	2
21	Battalion Fire Chief	2227	77	F	1

1	Benefits Clerk	1541	10	G	3
2	Benefits Specialist	1545	12	G	3
3	Billing Supervisor	1192	14	G	3
4	Blacksmith	3231	36	T	3
5	Budget Analyst	1461	14	G	3
6	Budget Analyst (Senior)	1462	15	G	3
7	Budget Director	1468	21	M	1
8	Budget Manager	1466	16	M	1
9	Building Inspection Manager I	3856	16	M	1
10	Building Inspection Manager II	3857	17	M	1
11	Building Inspection Supervisor	3855	15	G	3
12	Building Inspector I	3851	36	T	3
13	Building Inspector II	3852	37	T	3
14	Building Maintenance and Operations Supervisor	3753	14	G	3
15	Building Maintenance Worker	3411	12	G	3
16	Buyer	1223	14	G	3
17	CAD Technician	4422	12	G	3
18	Capital Improvement Project Liaison	4344	15	G	3
19	Carpenter	3211	36	T	3
20	Carpenter (Lead)	3212	37	T	3
21	Carpenter Foreman	3213	39	T	3

1	Chemist	3552	14	G	2
2	Chemistry Supervisor	3553	16	G	1
3	Chief of Staff	1737	23	M	1
4	Chief Paramedic	5721	17	M	1
5	Chief Plan Examiner	4233	17	M	1
6	City Counselor	2368	22	M	1
7	City Court Administrator	1676	16	M	1
8	City Court Judge	2369	17	G	1
9	City Planning Executive	4143	19	M	1
10	City Register	1661	14	M	1
11	City Surveyor	4293	15	G	3
12	Civil Engineer I	4241	14	G	2
13	Civil Engineer II	4242	15	G	1
14	Civil Engineer III	4243	16	G	1
15	Civil Engineer III/Computer Network Coordinator	4244	16	G	1
16	Civil Engineer Supervisor	4245	16	M	1
17	Clerical Aide	1111	5	G	3
18	Clerical Supervisor	1115	13	G	3
19	Clerk Typist	1122	9	G	3
20	Clerical Coordinator	1123	10	G	3
21	Client Service Coordinator I	6147	13	G	3

1	Client Service Coordinator II	6148	14	G	3
2	CODIS Administrator	2541	15	G	1
3	Commissioner of Buildings	3858	20	M	1
4	Commissioner of Civilian Oversight	2179	17	M	1
5	Commissioner of Communications	1811	17	M	1
6	Commissioner of Community Mediation	2389	17	M	1
7	Commissioner of Corrections	2373	20	M	1
8	Commissioner of Emergency Management	2181	17	M	1
9	Commissioner of Equipment Services	3277	19	M	1
10	Commissioner of Excise	2193	17	M	1
11	Commissioner of Facilities Management	3755	19	M	1
12	Commissioner of Forestry	3644	19	M	1
13	Commissioner of Health	5688	21	M	1
14	Commissioner of Parks	3645	19	M	1
15	Commissioner of Recreation	7137	19	M	1
16	Commissioner of Refuse	3135	19	M	1
17	Commissioner of Streets	4248	19	M	1
18	Commissioner of Supply	1229	18	M	1
19	Commissioner of Towing	3349	17	M	1
20	Commissioner of Traffic	4283	19	M	1
21	Commissioner of Violence Prevention	2153	20	M	1

1	Commissioner of Water	4329	20	M	1
2	Commissioner on the Disabled	6163	17	M	1
3	Communications Center Coordinator	2161	14	G	3
4	Communications Equipment Installer	1869	31	T	3
5	Communications Service Center Manager	1865	18	M	1
6	Communications Service Center Specialist I	1861	13	G	3
7	Communications Service Center Specialist II	1862	15	G	3
8	Communications Service Center Supervisor	1864	16	M	1
9	Community Development Planner I	4121	13	G	3
10	Community Development Planner II	4122	14	G	3
11	Community Development Planner III	4126	15	G	1
12	Community Development Research Analyst	4184	15	G	3
13	Community Development Specialist	4124	14	G	3
14	Community Development Supervisor	4127	15	M	1
15	Community Health Worker	5624	10	G	3
16	Community Program Aide	6171	10	G	3
17	Comptroller	1489	2	E	1
18	Computer Operations Supervisor	1327	13	M	1
19	Computer Operator I	1323	10	G	3
20	Computer Operator II	1324	11	G	3
21	Computer Programmer I	1331	13	G	3

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1	Computer Programmer II	1332	14	G	3
2	Concrete Finisher	3283	36	T	3
3	Construction and Maintenance Manager	3759	17	M	1
4	Construction Equipment Foreman I	3334	39	T	3
5	Construction Equipment Foreman II	3335	40	T	3
6	Construction Equipment Operator I	3332	35	T	3
7	Construction Equipment Operator II	3333	36	T	3
8	Construction Project Leader	4346	15	G	3
9	Contract Compliance Officer	1662	14	G	2
10	Contract Specialist	1663	11	G	3
11	Contract Supervisor	1664	15	G	3
12	Contract Supervisor for the Comptroller	1665	16	M	1
13	Correctional Case Worker	2337	12	G	3
14	Correctional Chief of Security	2338	15	M	1
15	Correctional Classification Assistant	2333	11	G	3
16	Correctional Investigator	2339	12	G	3
17	Correctional Officer I	2331	11	G	3
18	Correctional Officer II	2332	12	G	3
19	Correctional Program Manager	2374	16	M	1
20	Correctional Shift Supervisor	2335	14	G	3
21	Correctional Training Coordinator	2381	14	G	2

1	Correctional Training Officer	2384	13	G	3
2	Correctional Unit Manager	2375	15	M	1
3	Court Room Clerk	1118	9	G	3
4	Court Room Clerk Coordinator	1119	10	G	3
5	Criminal Intelligence Analyst	2611	16	G	1
6	Criminal Intelligence Manager	2613	17	M	1
7	Criminalist	2545	14	G	3
8	Criminalist Supervisor	2546	16	M	1
9	Cultural Resources Director	1674	18	M	1
10	Custodian	3711	6	G	3
11	Custodian (Lead)	3712	7	G	3
12	Customer Service Manager	1189	16	M	1
13	Customer Service Representative I	1116	10	G	3
14	Customer Service Representative II	1117	11	G	3
15	Customer Service Supervisor	1185	13	M	2
16	Data Entry Supervisor	1315	11	G	3
17	Data Processing Manager	1365	18	M	1
18	Deputy Airport Police Chief	2146	16	M	1
19	Deputy Assessor	1435	18	M	1
20	Deputy Budget Director	1467	17	M	1
21	Deputy Chief Paramedic	5724	16	M	1

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1	Deputy City Counselor	2366	21	M	1
2	Deputy City Engineer	4316	21	M	1
3	Deputy Commissioner of Buildings	3859	19	M	1
4	Deputy Commissioner of Corrections	2376	19	M	1
5	Deputy Commissioner of Equipment Services	3275	17	M	1
6	Deputy Commissioner of Refuse	3134	17	M	1
7	Deputy Commissioner of Supply	1228	17	M	1
8	Deputy Comptroller	1488	21	M	1
9	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1
10	Deputy Director of Employment and Training	6228	18	M	1
11	Deputy Director of Human Services	6168	20	M	1
12	Deputy Director of Personnel	1528	20	M	1
13	Deputy Director of Planning and Urban Design	4188	19	M	1
14	Deputy Director of Public Safety	2152	20	M	1
15	Deputy Fire Chief	2231	78	F	1
16	Deputy Marshal	2121	10	G	3
17	Detention Center Superintendent	2371	18	M	1
18	Digital/Printing Press Operator	2412	31	T	3
19	Director of Airports	1658	23	M	1
20	Director of Civil Rights Enforcement Agency	6139	18	M	1
21	Director of Community Development	4144	22	M	1

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1	Director of Employment and Training	6229	20	M	1
2	Director of Health and Hospitals	5589	23	M	1
3	Director of Human Services	6169	21	M	1
4	Director of Information Technology	1367	21	M	1
5	Director of Parks, Recreation and Forestry	3649	21	M	1
6	Director of Personnel	1529	22	M	1
7	Director of Planning and Urban Design	4186	20	M	1
8	Director of Public Safety	2151	22	M	1
9	Director of Public Utilities	4349	21	M	1
10	Director of Streets	4249	21	M	1
11	Disabled Services Representative	6173	11	G	3
12	DNA Technical Leader	2548	15	G	1
13	Document Specialist	5643	11	G	3
14	Electrical Engineer	4261	15	G	1
15	Electrical Engineer (Senior)	4262	16	G	1
16	Electrical Inspection Supervisor	3815	15	G	3
17	Electrical Inspector I	3811	36	T	3
18	Electrical Inspector II	3812	38	T	3
19	Electrical Supervisor	3226	15	M	2
20	Electrician	3223	36	T	3
21	Electrician (Lead)	3224	38	T	3

1	Electrician Foreman	3225	39	T	3
2	Electronic Control Systems Technician	3442	36	T	3
3	Electronic Instrument Technician	3443	36	T	3
4	Electronic Technician Supervisor	3444	39	T	3
5	Emergency Management Specialist	2183	15	G	1
6	Emergency Management System Technician	2182	36	T	3
7	Employment and Training Representative	6211	12	G	3
8	Employment and Training Specialist I	6213	13	G	3
9	Employment and Training Specialist II	6214	14	G	3
10	Employment and Training Specialist III	6215	15	G	3
11	Employment and Training Specialist IV	6218	17	G	1
12	EMS Communications Supervisor	5723	14	M	2
13	EMS Dispatcher	5731	11	G	3
14	EMS Inventory Supervisor	5722	12	G	3
15	EMS Lead Dispatcher	5732	12	G	3
16	EMS Training Specialist	5719	14	G	3
17	EMT (Emergency Medical Technician)	5714	11	G	4
18	Engineering Manager I	4312	17	M	1
19	Engineering Manager II	4313	18	M	1
20	Engineering Technician	4225	14	G	3
21	Engineering Technician Supervisor	4226	15	M	2

1	Environmental Court Coordinator	3881	15	M	1
2	Environmental Engineer	4254	15	G	1
3	Environmental Health Officer	5622	13	G	3
4	Environmental Health Supervisor	5638	14	G	2
5	Environmental Regulatory Compliance and Safety				
6	Manager	1659	19	M	1
7	Epidemiologist	5642	16	G	1
8	Estimator	4223	13	G	3
9	Executive Assistant I	1628	16	G	1
10	Executive Assistant II	1629	17	M	1
11	Executive Assistant to the Mayor	1725	20	M	1
12	Executive Director for Development	1728	23	M	1
13	Executive Director for Operations	1736	23	M	1
14	Executive Director of the Affordable Housing				
15	Commission	1722	19	M	1
16	Executive Director of the Criminal Justice				
17	Coordinating Council	2388	17	M	1
18	Executive Secretary I	1134	12	G	3
19	Executive Secretary II	1135	14	G	2
20	Executive Secretary to the Comptroller	1136	14	G	2
21	Executive Secretary to the Mayor	1727	21	M	1

1	Exercise Physiologist	2572	13	G	3
2	Facilities Maintenance Worker	3419	35	T	3
3	Financial Analyst	1482	15	G	1
4	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
5	Fingerprint Manager	2549	16	M	1
6	Fingerprint Technician Supervisor	2557	14	G	3
7	Fire Alarm Manager	2216	74	F	1
8	Fire Captain	2226	72	F	3
9	Fire Commissioner	2239	83	F	1
10	Fire Equipment Dispatcher	2212	69	F	3
11	Fire Private	2222	69	F	3
12	Firearms Examiner	2551	13	G	3
13	Firearms Examiner Supervisor	2553	16	M	2
14	Fiscal Manager	1448	18	M	1
15	Fiscal Officer I	1492	16	G	1
16	Fiscal Officer II	1493	17	G	1
17	Fiscal Operations Support Manager	1491	19	M	1
18	Fitness Programs Supervisor	2573	14	G	3
19	Fleet Body Repair Specialist	3288	35	T	3
20	Fleet Maintenance Foreman I	3266	39	T	3
21	Fleet Maintenance Foreman II	3267	40	T	3

1	Fleet Maintenance Manager	3274	16	M	1
2	Fleet Maintenance Parts Specialist	3287	31	T	3
3	Fleet Maintenance Parts Supervisor	3284	33	T	3
4	Fleet Maintenance Technician I	3261	31	T	3
5	Fleet Maintenance Technician II	3262	35	T	3
6	Fleet Maintenance Technician III	3263	37	T	3
7	Fleet Maintenance Technician IV	3265	38	T	3
8	Food Establishment Inspector	5631	13	G	3
9	Forensic Science Technician	2555	11	G	3
10	Forestry Foreman	3641	11	G	3
11	Forestry Supervisor	3622	13	G	3
12	Gardener	3632	10	G	3
13	Gardener Supervisor	3633	11	G	3
14	GIS Specialist I/Graphic Designer	4111	13	G	3
15	GIS Specialist II/Graphic Designer	4112	14	G	3
16	GIS/Graphic Design Manager	4113	15	M	1
17	GIS Systems Manager	1361	17	M	1
18	Government Services Administrator	1627	17	M	1
19	Government Services Analyst	1625	16	G	1
20	Grants Administrator	1453	15	G	1
21	Grants Manager	1455	17	M	1

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1	Graphic Arts Technician	4187	37	T	3
2	Graphic Designer	4182	12	G	3
3	Health Care Compliance Specialist	5515	14	G	3
4	Health Education Planner	5696	12	G	3
5	Health Marketing Administrator	5685	16	G	1
6	Health Planning Executive	5571	17	M	1
7	Health Services Manager I	5681	17	M	1
8	Health Services Manager II	5682	18	M	1
9	Heavy Equipment Operator I	3325	10	G	3
10	Heavy Equipment Operator II	3326	11	G	3
11	Historic Preservation Planner I	4192	13	G	3
12	Historic Preservation Planner II	4193	14	G	3
13	Housekeeping Manager	3719	14	M	2
14	Housekeeping Supervisor I	3715	11	G	3
15	Housekeeping Supervisor II	3716	13	G	3
16	Housing Development Analyst	4125	14	G	3
17	Housing Development Analyst (Senior)	4128	15	G	3
18	Human Relations Specialist	6131	13	G	3
19	Human Resources Generalist	1518	14	G	3
20	Human Resources Generalist (Senior)	1519	15	G	3
21	Human Resources Manager	1523	18	M	1

1	Human Resources Manager (Senior)	1524	19	M	1
2	Human Resources Specialist	1514	14	G	3
3	Human Resources Specialist (Senior)	1515	15	G	3
4	Human Resources Supervisor	1516	16	G	1
5	HVAC Foreman	3418	39	T	3
6	HVAC Mechanic	3417	36	T	3
7	Information Security Administrator	1369	17	G	1
8	Information Systems Administrator	1362	20	M	1
9	Information Systems Coordinator	1322	13	G	3
10	Information Systems Support Manager	1363	19	M	1
11	Internet Services Manager	1368	18	M	1
12	Inventory Control Technician	1212	9	G	3
13	Inventory Coordinator	1215	10	G	3
14	Inventory Supervisor	1213	11	G	3
15	Investigative Assistant	2579	13	G	3
16	Labor Foreman I	3121	12	G	3
17	Labor Foreman II	3125	13	G	3
18	Labor Supervisor	3128	14	M	2
19	Laboratory Director	3555	17	M	1
20	Laboratory Manager	2542	17	M	1
21	Laboratory Supervisor	5463	16	M	1

1	Laboratory Technician	3554	11	G	3
2	Laborer	3111	8	G	3
3	Landscape Supervisor	3634	14	G	3
4	Latent Fingerprint Examiner	2554	14	G	3
5	Lead Abatement Inspector	5626	13	G	3
6	Lead Abatement Worker	5625	11	G	3
7	Lead Abatement Worker (Lead)	5627	12	G	3
8	Legal Investigator I	2351	13	G	3
9	Legal Investigator II	2352	14	G	3
10	Legal Secretary	1151	12	G	3
11	Librarian	2575	14	G	3
12	Licensed Practical Nurse	5181	11	G	3
13	Lifeguard	7111	5	G	3
14	Lifeguard Supervisor	7112	7	G	3
15	Liquor Control Officer	2191	12	G	3
16	Liquor Control Supervisor	2192	14	G	3
17	Locksmith	3416	35	T	3
18	Machine Shop Foreman	3238	38	T	3
19	Machinist	3233	36	T	3
20	Mail Room Supervisor	1186	14	G	3
21	Mayor	1739	3	E	1

1	Mechanical Engineer	4271	15	G	1
2	Mechanical Engineer (Senior)	4272	16	G	1
3	Mechanical Equipment Inspection Supervisor	3845	15	M	1
4	Mechanical Inspector I	3841	36	T	3
5	Mechanical Inspector II	3843	38	T	3
6	Mechanical Maintenance Foreman	3415	38	T	3
7	Mechanical Maintenance Worker	3413	35	T	3
8	Medical Service Coordinator	6149	14	G	3
9	Medical Technologist	5461	13	G	3
10	Medical Technologist (Lead)	5462	14	G	3
11	Messenger/Mail Clerk	1181	5	G	3
12	Microcomputer Support Specialist	1328	11	G	3
13	Municipal Parking Garage Manager	3133	14	M	1
14	Neighborhood Development Executive	3872	17	M	1
15	Neighborhood Improvement Specialist	3871	14	G	3
16	Neighborhood Improvement Supervisor	3873	15	G	3
17	Network Systems Manager	1364	19	M	1
18	Nurse Practitioner	5131	16	G	1
19	Nutrition Program Coordinator	5664	14	G	2
20	Painter	3242	36	T	3
21	Painter (Lead)	3243	37	T	3

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1	Painter Foreman	3245	39	T	3
2	Paralegal	2365	13	G	3
3	Paramedic	5717	13	G	4
4	Paramedic Crew Chief	5718	14	G	4
5	Paramedic Supervisor	5716	15	G	4
6	Park Facilities Maintenance Superintendent	3617	16	M	1
7	Park Maintenance Manager	3618	16	M	1
8	Park Ranger	2132	10	G	3
9	Park Ranger Supervisor	2133	11	G	3
10	Park Supervisor I	3612	12	G	3
11	Park Supervisor II	3613	13	G	3
12	Parking Garage Attendant	3114	6	G	3
13	Parking Garage Attendant (Lead)	3115	8	G	3
14	Parkkeeper	3611	11	G	3
15	Parole and Probation Officer	2321	13	G	3
16	Parole and Probation Supervisor	2324	15	M	1
17	Payroll Manager	1449	17	M	1
18	Payroll Specialist	1172	11	G	3
19	Payroll Coordinator	1174	12	G	3
20	Payroll Supervisor	1173	14	G	3
21	Permit Supervisor	1673	14	M	1

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1	Personal Property Appraisal Manager	1415	15	M	1
2	Personal Property Appraisal Supervisor	1413	14	M	2
3	Personal Property Appraiser I	1411	12	G	3
4	Personal Property Appraiser II	1412	13	G	3
5	Pest Control Worker	5699	9	G	3
6	Photographer I	2558	10	G	3
7	Photographer II	2559	11	G	3
8	Physician	5553	18	G	1
9	Pipefitter	3254	36	T	3
10	Plan Examiner	4232	14	G	2
11	Plumber	3251	36	T	3
12	Plumber Foreman	3253	39	T	3
13	Plumbing Inspection Supervisor	3824	15	M	1
14	Plumbing Inspector I	3821	36	T	3
15	Plumbing Inspector II	3822	38	T	3
16	Police Assistant Chief	2536	81	D	1
17	Police Captain	2526	74	D	1
18	Police Commissioner	2538	83	D	1
19	Police Dispatch Manager	2568	15	M	1
20	Police Dispatch Supervisor	2566	13	G	3
21	Police Dispatcher I	2563	10	G	3

1	Police Dispatcher II	2564	11	G	3
2	Police Lieutenant	2524	72	D	1
3	Police Lieutenant Colonel	2534	78	D	1
4	Police Major	2532	77	D	1
5	Police Officer	2514	69	D	3
6	Police Planner I	2591	13	G	3
7	Police Planner II	2592	15	G	3
8	Police Planning Manager	2593	17	M	1
9	Police Probationary Officer	2513	69	D	3
10	Police Sergeant	2522	71	D	3
11	Polygraph Examiner	2576	14	G	3
12	President, Board of Aldermen	1748	1	E	1
13	President, Board of Public Service	4348	23	M	1
14	Printing and Duplicating Graphics Manager	2413	15	M	1
15	Printing Supervisor	2414	13	G	3
16	Prisoner Processing Clerk	2582	9	G	3
17	Prisoner Processing Supervisor	2584	13	G	3
18	Probationary Fire Equipment Dispatcher	2211	69	F	3
19	Probationary Fire Private	2221	69	F	3
20	Process Control Specialist	4265	15	G	2
21	Procurement Specialist	1225	13	G	3

1	Procurement/Purchasing Manager I	1226	16	M	1
2	Procurement/Purchasing Manager II	1227	17	M	1
3	Program Coordinator	1698	14	G	3
4	Program Manager I	1693	15	M	1
5	Program Manager II	1694	16	M	1
6	Program Specialist I	1696	11	G	3
7	Program Specialist II	1691	12	G	3
8	Program Supervisor	1692	13	G	3
9	Program Worker	7312	5	G	3
10	Programmer/Analyst I	1341	15	G	2
11	Programmer/Analyst II	1342	16	G	2
12	Programmer/Analyst III	1343	17	G	2
13	Public Health Education Coordinator	5648	15	G	2
14	Public Health Educator	5695	15	G	3
15	Public Health Intake Supervisor	5646	15	G	2
16	Public Health Intake Worker	5647	12	G	3
17	Public Health Nurse I	5651	14	G	3
18	Public Health Nurse II	5653	15	G	3
19	Public Health Nurse III	5654	16	G	2
20	Public Health Nursing Supervisor	5655	17	M	1
21	Public Health Program Representative	5693	13	G	3

1	Public Health Program Specialist	5691	14	G	3
2	Public Health Program Supervisor	5694	15	G	2
3	Public Information Manager	1617	18	M	1
4	Public Information Officer I	1614	13	G	2
5	Public Information Officer II	1615	15	G	1
6	Public Information Officer Supervisor	1616	15	M	1
7	Public Information Officer to the Comptroller	1618	15	G	1
8	Public Information Officer to the Mayor	1613	16	G	1
9	Public Nuisance Inspector	3861	10	G	3
10	Public Safety Dispatcher I	2175	10	G	3
11	Public Safety Dispatcher II	2176	11	G	3
12	Public Safety Dispatcher III	2177	12	G	3
13	Public Safety Specialist	2136	15	G	1
14	Real Estate Records Clerk	1668	10	G	3
15	Real Estate Records Manager	1426	14	M	1
16	Real Estate Specialist	1667	13	G	3
17	Real Property Appraisal Manager	1429	17	M	1
18	Real Property Appraisal Supervisor I	1428	15	M	1
19	Real Property Appraisal Supervisor II	1427	16	M	1
20	Real Property Appraiser I	1421	13	G	3
21	Real Property Appraiser II	1422	14	G	3

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1	Receptionist	1161	8	G	3
2	Receptionist to the Mayor	1162	9	G	3
3	Records Retention Supervisor	1187	14	G	3
4	Recreation Area Manager	7118	16	M	1
5	Recreation Assistant	7116	7	G	3
6	Recreation Leader	7117	10	G	3
7	Recreation Supervisor I	7114	12	G	3
8	Recreation Supervisor II	7115	14	M	2
9	Refuse Route and Safety Coordinator	3931	11	G	3
10	Refuse Superintendent	3131	16	M	1
11	Registered Nurse I	5121	14	G	3
12	Registered Nurse II	5122	15	G	3
13	Research Analyst to the Mayor	1729	16	G	1
14	Safety Officer I	1531	13	G	3
15	Safety Officer II	1532	14	G	3
16	Safety Officer III	1533	15	G	3
17	School Crossing Guard	2174	5	G	3
18	Secretary and Stenographer to the Mayor	1138	11	G	3
19	Secretary I	1131	9	G	3
20	Secretary II	1132	10	G	3
21	Secretary to the Board of Estimate and Apportionment	1137	12	G	3

1	Secretary to the Board of Public Service	1671	14	M	1
2	Security Officer	2131	10	G	3
3	Senior Fire Equipment Dispatcher	2215	72	F	3
4	Senior Plan Examiner	4234	15	G	1
5	Senior Plan Examiner/Code Development Specialist	4235	16	G	1
6	Solid Waste Route Foreman	3127	13	G	3
7	Soulard Market Manager	3757	15	M	1
8	Special Assistant for Development	1724	17	M	1
9	Special Assistant to the Comptroller	1672	16	G	1
10	Special Assistant to the Mayor	1723	17	G	1
11	Special Assistant to the Water Commissioner	3538	17	M	1
12	Special Events Program Executive	1697	18	M	1
13	Specialist on Aging	6122	14	G	3
14	Stable Attendant	2577	9	G	3
15	Stationary Engineer	3423	36	T	3
16	Street and Traffic Inspection Supervisor	3956	14	M	1
17	Street and Traffic Inspector	3954	11	G	3
18	Street and Traffic Liaison	1643	14	M	1
19	Street Lighting Superintendent	3229	16	M	1
20	Street Maintenance Superintendent	3132	16	M	1
21	Sunshine Law Administrator	1626	17	M	1

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1	Superintendent of Soldiers' Memorial	3756	14	M	1
2	Supervising Deputy Marshal	2124	11	G	3
3	Supervising Stationary Engineer	3428	15	M	2
4	Supervisor-STD Intervention and Outreach Program	5649	15	M	2
5	Survey Projects Coordinator	4246	15	G	1
6	Systems Analyst	1351	15	G	2
7	Systems Analyst Senior	1353	17	G	1
8	Systems Development Manager	1366	19	M	1
9	Systems Development Specialist	1355	17	G	2
10	Systems Project Leader	1352	18	M	1
11	Technical Support Specialist	1372	16	G	3
12	Telecommunications Inspector	1824	13	G	3
13	Telecommunications Maintenance Supervisor	1854	13	G	3
14	Telecommunications Specialist	1853	14	G	3
15	Telecommunications Supervisor	2173	12	G	3
16	Telecommunications Technician	1855	12	G	3
17	Telecommunicator	2171	10	G	3
18	Tow Truck Operator	3311	10	G	3
19	Towing Services Foreman	3313	11	G	3
20	Towing Services Supervisor	3314	14	M	2
21	Trades Helper	3281	31	T	3

1	Traffic Control Supervisor	3439	14	M	3
2	Traffic Engineer	4281	15	G	1
3	Traffic Engineer (Senior)	4282	16	G	1
4	Traffic Engineering Manager	4284	17	M	1
5	Transportation Center Operations Specialist	3752	11	G	3
6	Transportation Center Operations Supervisor	3751	16	M	1
7	Tree Trimmer	3621	10	G	3
8	Urban Designer	4185	14	G	3
9	Urban Forester	3652	14	G	2
10	Urban Forestry Assistant	3651	11	G	3
11	Urban Forestry Superintendent	3656	16	M	1
12	Utility Locator	3119	12	G	3
13	Utility Worker	3117	9	G	3
14	Utility Worker (Lead)	3118	10	G	3
15	Veterinarian	2119	16	G	1
16	Veterinarian Technician	2118	11	G	3
17	Video Engineer	1823	40	T	3
18	Video Production Manager	1812	16	M	1
19	Video Production Specialist	1822	36	T	3
20	Video Production Supervisor	1821	40	T	3
21	Water Distribution Executive	4314	19	M	1

1	Water Distribution Superintendent	3535	16	M	1
2	Water Distribution Supervisor	3534	14	M	3
3	Water Maintenance Foreman	3517	13	G	3
4	Water Maintenance Technician	3518	12	G	3
5	Water Meter Worker	3521	10	G	3
6	Water Meter Worker Supervisor	3522	13	G	3
7	Water Plant Maintenance Foreman	3543	39	T	3
8	Water Plant Maintenance Manager	3531	17	M	1
9	Water Plant Maintenance Mechanic	3541	36	T	3
10	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
11	Water Production Engineer	3536	17	M	1
12	Water Production Executive	4315	19	M	1
13	Water Services Manager	3537	14	M	1
14	Water Treatment Plant Operator	3515	36	T	3
15	Water Treatment Plant Supervisor I	3514	38	T	3
16	Water Treatment Plant Supervisor II	3519	39	T	3
17	Web Development Specialist I	1345	14	G	2
18	Web Development Specialist II	1346	15	G	2
19	Welder	3235	36	T	3
20	Workers Compensation Specialist	1543	13	G	3
21	Zoning Administrator	4165	16	M	1

1	Zoning Inspector	4163	10	G	3
2	Zoning Specialist	4162	12	G	3
3	Zoning Specialist (Lead)	4164	14	G	3

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 and Management Schedule, (b) - Trades Schedule, (c) - Fire Division Schedule, (d) - Police Division Schedule and (e) - Elected Official Schedule.

The official pay schedules hereby adopted have been determined to constitute fair and equitable rates of pay. Due consideration has been given to both the employees and the taxpayers in adopting the official pay schedules. In setting these official pay schedules, the principle of like pay for like work, and suitable differences in pay for differences in work, has been duly observed.

(a) GENERAL AND MANAGEMENT PAY SCHEDULE:

(1) The following bi-weekly pay schedule is for all pay grades denoted with the suffix "G" or "M".

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1								1348	1486
2								1369	1509
3							1334	1390	1532
4							1355	1411	1555
5							1376	1433	1579
6							1397	1455	1603
7							1418	1477	1628
8							1440	1500	1653
9						1324	1462	1523	1678
10						1344	1484	1546	1704
11						1365	1507	1570	1730
12						1386	1530	1594	1756
13						1407	1553	1618	1783
14					1314	1429	1577	1643	1810
15					1334	1451	1601	1668	1838
16					1355	1473	1626	1694	1866
17					1376	1496	1651	1720	1894
18					1397	1519	1676	1746	1923
19					1418	1542	1702	1773	1952

20				1304	1440	1566	1728	1800	1982
21				1324	1462	1590	1754	1827	2012
22				1344	1484	1614	1781	1855	2043
23				1365	1507	1639	1808	1883	2074
24				1386	1530	1664	1836	1912	2106
25		1294		1407	1553	1689	1864	1941	2138
26		1314		1429	1577	1715	1892	1971	2171
27		1334		1451	1601	1741	1921	2001	2204
28		1355		1473	1626	1768	1950	2032	2238
29		1376		1496	1651	1795	1980	2063	2272
30	1274	1284	1397	1519	1676	1822	2010	2107	2322

1

Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1703	1951	2239	2569	2946	3384	3886	4193	4523	4882
2	1729	1981	2273	2608	2992	3435	3945	4256	4591	4956
3	1756	2011	2308	2648	3037	3487	4005	4320	4660	5031
4	1783	2042	2343	2688	3083	3540	4066	4385	4730	5107
5	1810	2073	2379	2729	3130	3594	4127	4451	4801	5184
6	1838	2105	2415	2770	3177	3648	4189	4518	4874	5262
7	1866	2137	2452	2812	3225	3703	4252	4586	4948	5341

8	1894	2170	2489	2855	3274	3759	4316	4655	5023	5422
9	1923	2203	2527	2898	3324	3816	4381	4725	5099	5504
10	1952	2237	2565	2942	3374	3874	4447	4796	5176	5587
11	1982	2271	2604	2987	3425	3933	4514	4868	5254	5671
12	2012	2306	2644	3032	3477	3992	4582	4942	5333	5757
13	2043	2341	2684	3078	3530	4052	4651	5017	5413	5844
14	2074	2377	2725	3125	3583	4113	4721	5093	5495	5932
15	2106	2413	2766	3172	3637	4175	4792	5170	5578	6021
16	2138	2450	2808	3220	3692	4238	4864	5248	5662	6112
17	2171	2487	2851	3269	3748	4302	4937	5327	5747	6204
18	2204	2525	2894	3319	3805	4367	5012	5407	5834	6298
19	2238	2563	2938	3369	3863	4433	5088	5489	5922	6393
20	2272	2602	2983	3420	3921	4500	5165	5572	6011	6489
21	2307	2642	3028	3472	3980	4568	5243	5656	6102	6587
22	2342	2682	3074	3525	4040	4637	5322	5741	6194	6686
23	2378	2723	3121	3578	4101	4707	5402	5828	6287	6787
24	2414	2764	3168	3632	4163	4778	5484	5916	6382	6889
25	2451	2806	3216	3687	4226	4850	5567	6005	6478	6993
26	2488	2849	3265	3743	4290	4923	5651	6096	6576	7098
27	2526	2892	3314	3800	4355	4997	5736	6188	6675	7205
28	2564	2936	3364	3857	4421	5072	5823	6281	6776	7314

29	2603	2981	3415	3915	4488	5149	5911	6376	6878	7424
30	2662	3057	3506	4027	4623	5310	6099	6584	7107	7674

1 **(b) TRADES PAY SCHEDULE:**

2 (1) The following bi-weekly pay schedule is for all pay grades denoted with the
3 suffix "T".

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

Grade	31	32	33	34	35	36	37	38	39	40
Step										
1			1298	1359	1422	1489	1560	1630	1707	1789
2			1318	1380	1444	1512	1584	1655	1733	1816
3		1280	1338	1401	1466	1535	1608	1680	1760	1844
4		1300	1359	1423	1488	1559	1633	1706	1787	1872
5		1320	1380	1445	1511	1583	1658	1732	1814	1901
6	1279	1340	1401	1467	1534	1607	1683	1758	1842	1930
7	1299	1361	1423	1490	1558	1632	1709	1785	1870	1959
8	1319	1382	1445	1513	1582	1657	1735	1812	1899	1989
9	1339	1403	1467	1536	1606	1682	1762	1840	1928	2019
10	1360	1425	1490	1560	1631	1708	1789	1868	1957	2050
11	1381	1447	1513	1584	1656	1734	1816	1897	1987	2081
12	1402	1469	1536	1608	1681	1761	1844	1926	2017	2113
13	1424	1492	1560	1633	1707	1788	1872	1955	2048	2145

14	1446	1515	1584	1658	1733	1815	1901	1985	2079	2178
15	1468	1538	1608	1683	1759	1843	1930	2015	2111	2211
16	1491	1562	1633	1709	1786	1871	1959	2046	2143	2245
17	1514	1586	1658	1735	1813	1900	1989	2077	2176	2279
18	1537	1610	1683	1762	1841	1929	2019	2109	2209	2314
19	1561	1635	1709	1789	1869	1958	2050	2141	2243	2349
20	1585	1660	1735	1816	1898	1988	2081	2174	2277	2385
21	1609	1685	1762	1844	1927	2018	2113	2207	2312	2421
22	1634	1711	1789	1872	1956	2049	2145	2241	2347	2458
23	1659	1737	1816	1901	1986	2080	2178	2275	2383	2495
24	1684	1764	1844	1930	2016	2112	2211	2310	2419	2533
25	1710	1791	1872	1959	2047	2144	2245	2345	2456	2571
26	1736	1818	1901	1989	2078	2177	2279	2381	2493	2610
27	1763	1846	1930	2019	2110	2210	2314	2417	2531	2650
28	1790	1874	1959	2050	2142	2244	2349	2454	2569	2690
29	1817	1903	1989	2081	2175	2278	2385	2491	2608	2731
30	1977	2067	2165	2268	2366	2484	2600	2716	2851	2978

1 **(c) FIRE DIVISION PAY SCHEDULE:**

2 The bi-weekly pay schedule for all pay grades denoted by the suffix “F” will be adopted
3 in accordance with Section 31 of Article XVIII of the City Charter. The Director of Personnel
4 shall establish such regulations and procedures as are necessary to place the Fire Division Pay

- 1 Schedule in effect. The following bi-weekly pay schedule is for all pay grades denoted with the
- 2 suffix "F".

FIRE BI-WEEKLY RANGE OF PAY								
Current Years of Service	Class Codes							
	2211	2212	2215	2216	2227	2231	2235	2239
	2221	2222	2226					
	69F	69F	72F	74F	77F	78F	81F	83F
0	2046							
1		2102						
2		2155						
3		2252						
4		2301						
5		2363						
6		2426						
7		2546	3175					
8		2632	3286					
9		2721	3400	3571				
10		2729	3408	3579				
11		2805	3479	3653	3836			
12		2814	3487	3662	3845	4037	4239	4663
13		2822	3495	3670	3854	4046	4249	4673
14		2830	3503	3679	3863	4056	4258	4684
15		2838	3512	3687	3871	4065	4268	4695
16		2846	3520	3696	3880	4074	4278	4706
17		2854	3528	3704	3889	4084	4288	4717
18		2862	3536	3713	3898	4093	4298	4728
19		2870	3544	3721	3907	4103	4308	4739
20		2878	3552	3730	3916	4112	4318	4749
21		2938	3624	3806	3996	4196	4405	4846
22		2947	3633	3814	4005	4205	4416	4857
23		2955	3641	3823	4014	4215	4426	4868
24		2963	3649	3832	4023	4224	4436	4879
25		2971	3657	3840	4032	4234	4446	4890
26		2979	3666	3849	4041	4244	4456	4901
27		2988	3674	3858	4051	4253	4466	4912

28	2996	3682	3866	4060	4263	4476	4923
29	3004	3690	3875	4069	4272	4486	4934
30	3012	3699	3884	4078	4282	4496	4945

1

2 **(d) POLICE DIVISION PAY SCHEDULE:**

3 The following bi-weekly pay schedule is for all pay grades denoted with the suffix "D".

4

POLICE BI-WEEKLY RANGE OF PAY									
Current Years of Service	Class Codes								
	2513	2514	2522	2524	2526	2532	2534	2536	2538
	69D	69D	71D	72D	74D	77D	78D	81D	83D
0	2046								
1		2102							
2		2155							
3		2252							
4		2301							
5		2363	2785						
6		2426	2792						
7		2546	2933	3175					
8		2632	3034	3286					
9		2721	3139	3400	3571				
10		2729	3147	3408	3579				
11		2805	3213	3479	3653	3836			
12		2814	3221	3487	3662	3845	4037	4239	4663
13		2822	3229	3495	3670	3854	4046	4249	4673
14		2830	3237	3503	3679	3863	4056	4258	4684
15		2838	3245	3512	3687	3871	4065	4268	4695
16		2846	3254	3520	3696	3880	4074	4278	4706
17		2854	3262	3528	3704	3889	4084	4288	4717
18		2862	3270	3536	3713	3898	4093	4298	4728
19		2870	3278	3544	3721	3907	4103	4308	4739
20		2878	3286	3552	3730	3916	4112	4318	4749

21	2938	3353	3624	3806	3996	4196	4405	4846
22	2947	3362	3633	3814	4005	4205	4416	4857
23	2955	3370	3641	3823	4014	4215	4426	4868
24	2963	3378	3649	3832	4023	4224	4436	4879
25	2971	3387	3657	3840	4032	4234	4446	4890
26	2979	3395	3666	3849	4041	4244	4456	4901
27	2988	3403	3674	3858	4051	4253	4466	4912
28	2996	3411	3682	3866	4060	4263	4476	4923
29	3004	3420	3690	3875	4069	4272	4486	4934
30	3012	3428	3699	3884	4078	4282	4496	4945

(e) 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	\$3596
2E	\$4315
3E	\$5070

(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 after the effective date of this ordinance:

GRADE	BI-WEEKLY RATE
1E	\$3704
2E	\$4577
3E	\$5379

1 **(f) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments.
2 The Director of Personnel shall determine the work assignments for which shift differential will
3 be paid. The assignment or removal of an employee from a work assignment having a shift
4 differential shall be determined by the appointing authority and will not constitute a promotion,
5 demotion, advancement or reduction in pay. The shift differential shall be added to the
6 employee's regular bi-weekly rate.

7 (1) In order for an employee in Section 2(a) or 2(b) to be eligible for shift differential
8 compensation, the employee must work a shift that requires the completion of four (4) hours of
9 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees whose
10 pay grade is denoted with the suffix "M" are only eligible to receive shift differential if they are
11 regularly scheduled to work at least four (4) hours between 4:00 p.m. and 8:00 a.m. the following
12 morning. Employees shall be entitled to receive shift differential compensation for no more than
13 one shift worked between the hours of 4:00 p.m. and 8:00 a.m. Employees who are assigned to
14 work schedules that require them to rotate among three shifts (day, evening, night) on a bi-
15 monthly or more frequent basis shall be eligible for shift differential compensation for all three
16 shifts worked.

17 For employees whose pay range is established in Section 2(a) or 2(b) the shift differential
18 premium shall be one percent (1%) of the employee's base bi-weekly rate for each eligible shift
19 worked in a bi-weekly pay period.

20 An employee whose pay range is established in Section 2(a) or 2(b) shall receive shift
21 differential for working a portion of an eligible shift, provided the portion of the shift not worked

1 is charged to paid leave. Shift differential shall only be paid for whole hours worked; a fraction
2 of an hour shall not be counted toward the payment of the differential.

3 (2) For those employees whose pay range is established in Section 2(c), the shift
4 differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00
5 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly assigned 24-
6 hour shift to be eligible for any shift differential for the shift. Such employees shall not receive
7 shift differential for overtime worked, which is not part of their regular schedule. This provision
8 will not go into effect until shift differential is agreed upon by the Director of Personnel and the
9 Union (Local 73) in writing.

10 Except shift differential premium shall be \$2.00 per hour for each hour worked between
11 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire Equipment
12 Dispatcher classifications whose pay range is established in Section 2(c).

13 (3) For Police Officer Trainees and employees whose pay grade is denoted with the
14 suffix D, the night shift differential shall be ten percent (10%) of the hourly rate for all full hours
15 worked between the hours of 11 p.m. and 7 a.m. and all eight (8) hour shifts beginning between
16 10:30 p.m. and 11:30 p.m.

17 (4) Except as otherwise provided in this ordinance, shift differential shall not be paid
18 to employees compensated on an hourly or per performance basis, or bi-weekly paid employees
19 who work part-time. Neither shall shift differential be paid to full-time regular employees
20 docked for any portion of an eligible shift.

1 **(g) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
2 Section 2(a) or 2(b) work on a Saturday and/or a Sunday they shall be eligible for weekend
3 differential. Employees whose pay grade is denoted with the suffix "M" are only eligible to
4 receive weekend differential when it is part of their regularly scheduled work hours. This
5 differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee shall
6 receive weekend differential for working any portion of an eligible day. This differential shall
7 only be paid for full hours worked. Weekend differential shall not be paid to employees
8 compensated on an hourly or per performance basis or bi-weekly paid employees who work part-
9 time. Neither will the weekend differential be paid to full-time regular employees docked for
10 any portion of a day on which the differential would otherwise be paid.

11 **(h) COMMUTING ALLOWANCE:** Employees residing within the corporate limits of the
12 City of St. Louis who are regularly assigned to a position located in a City institution, agency, or
13 facility located outside the corporate limits of the City of St. Louis, and who are regularly
14 assigned to a five-day, forty-hour weekly work schedule, shall be entitled to a commuting
15 allowance in the amount of one hundred eighty dollars (\$180.00) bi-weekly on the effective date
16 of this ordinance. Eligible full-time employees who are assigned to an alternate form of work
17 schedule which reduces the frequency of commuting to work shall be entitled to a commuting
18 allowance which is reduced in proportion to the reduced frequency of commuting. City
19 employees who are temporarily assigned duty to a facility located outside the corporate limits of
20 the City of St. Louis shall be entitled to a per diem rate for the duration of the assignment. No

employee living outside of the corporate limits of the City of St. Louis shall receive a commuting allowance.

A period of absence of ten (10) working days or more shall result in suspension of eligibility for the commuting allowance. Suspension of the commuting allowance shall begin during the pay period in which the tenth (10th) day of absence occurs and shall continue for any subsequent full or partial pay periods during the period of absence. Upon return to duty from such absence, an employee shall immediately be eligible to resume receiving commuting allowance, reduced in proportion to the time the employee did not work due to absence.

Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

(i) BOARD AND COMMISSION STIPENDS:

Title	Code	Stipend
Member, Building Energy Improvement Board	1979-00-B	\$50 per meeting
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up

1			to 2 meetings a week
2	Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
3	Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up
4			to 3 meetings a
5			month
6	Member, Board of Examiners of	1987-00-B	\$45 per meeting, up
7	Sign Erectors		to 3 meetings a
8			month
9	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
10	Member, Civil Service Commission	1989-00-B	\$55 per meeting
11			up to 30 meetings a
12			year
13	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
14			to 50 meetings a year
15	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
16			to 1 meeting a week
17	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
18	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
19			to 15 meetings a year
20	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
21			to 15 meetings a year

1	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
2	Certification Board		to 15 meetings a year
3	Member, Board of Merchants' and	1996-00-B	\$83 per day in
4	Manufacturers' Tax Equalization		session, up to 60
5			meetings during
6			regular 12 week
7			session, but not to
8			exceed 105 meetings
9			a year
10	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
11	Sprinkler System Contractors		to 15 meetings a year
12	Member, Board of Examiners for	1998-00-B	\$45 per meeting
13	Mechanical Contractors		
14	Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting
15	A person occupying a position as a member of a Board, Commission or Committee shall		
16	be paid at the per day, per meeting or per month rate established above.		
17	(j) The Director of Personnel may establish per performance rates of pay, hourly rates of		
18	pay, or rates of pay for units of work and the conditions for making of any such payments. Such		
19	per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales		
20	established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established		
21	considering the nature of employment, community practices in compensating similar		

1 employment, and the purpose of the program for which the rate is established. Employees paid
2 per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical
3 leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate
4 except that an appointing authority, with the prior approval of the Director of Personnel, and
5 when sufficient funds have been appropriated for the fiscal year, may establish a modified level
6 or type of benefit program when the provision of such benefit is needed in order to attract and
7 retain sufficiently qualified employees to work in specific per performance, hourly, or unit-of-
8 work assignments.

9 Appointing authorities are not permitted to utilize per performance and hourly employees
10 as a method of replacing bi-weekly rate employees who would be entitled to employee benefits.

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

14 **(l)** The Director of Personnel, with the assistance of appointing authorities concerned, may
15 establish rates and conditions under which compensation may be granted for periods of time
16 during which an employee is away from the job site but restricted in his/her activities because of
17 an assignment by the appointing authority to be available for a call to return to the work site to
18 perform emergency duties. Pay rates and conditions established under the provisions of this
19 Section 2(l) may include reasonable minimum pay guarantees for employees required to return to
20 the work site to perform emergency duties. The provisions of this Section 2(l) shall not be

1 construed to restrict the right of an appointing authority to establish call back procedures for
2 employees as an established condition of employment.

3 **(m)** The Director of Personnel may authorize payment of special recruitment incentives,
4 travel, moving and related expenses to recruit employees for positions when funds for this
5 purpose are appropriated.

6 **(n)** The Director of Personnel may approve the payment of hiring incentives to current
7 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
8 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
9 which the recruitment is made.

10 **(o)** (1) An appointing authority, with the prior approval of the Director of Personnel, may
11 establish cash awards or other incentives for an employee or group of employees to recognize
12 and reward increased productivity or effectiveness. The incentives offered may include cash,
13 paid time off and such other reasonable incentives as the Director of Personnel may determine.
14 Cash awards shall be made from the personal services appropriation of the unit, the account from
15 which the employee's salary is paid or from a general appropriation for this purpose.

16 (2) The Director of Personnel, upon the request of the appropriate appointing
17 authority, may establish a program of cash awards or other incentives, not to exceed ten percent
18 (10%) of annual salary, paid as an addition to pay, for the purpose of providing additional
19 compensation for employees who are fluent in a foreign language and who use this skill in the
20 necessary and regular recurring performance of the duties of their position. Cash awards shall be
21 made from the personal services appropriation of the unit, the account from which the

1 employee's salary is paid or from a general appropriation for this purpose. Cash awards and
2 incentives under this program shall be made in accordance with guidelines established by the
3 Director of Personnel.

4 (3) Notwithstanding any other provision in this ordinance, the Director of Personnel
5 is authorized to extend the maximum of the pay ranges by up to forty percent (40%) for the
6 purpose of compensating positions which are extremely hard to fill.

7 (4) The Director of Personnel may provide an Employee Suggestion Program which
8 grants cash and other awards to recognize employee suggestions which improve City services,
9 operations or facilities. Cash awards to employees for suggestions resulting in tangible savings
10 to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards
11 and payments for other awards shall be made from an appropriation for a suggestion program or
12 other appropriate account. Additionally, cash awards for suggestions shall be granted as an
13 addition to pay, which does not change an employee's bi-weekly rate. The Employee Suggestion
14 Program shall be administered in accordance with regulations established by the Director of
15 Personnel. The Director of Personnel may establish an authority to evaluate suggestions and
16 determine awards; the decisions of this authority shall be final.

17 (p) An employee who is appointed to a position requiring advanced technical skills or
18 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
19 of this ordinance on recommendation of the appointing authority with the prior approval of the
20 Director of Personnel. Such advancement shall be made solely on the basis that the employee
21 possesses exceptional academic qualifications, registrations or certifications related to the duties

1 of the position and when such academic qualifications, registrations, or certifications are not
2 deemed necessary qualifications for the class of position.

3 The Director of Personnel may also establish other incentive or reimbursement programs
4 to encourage current employees to attain registration, licensure, certification, or proof of
5 professional mastery when it is deemed to be in the best interest of the Classified Service, or
6 when such credentials are clearly recognized as adding to the capability of individuals in that
7 area. Incentives or reimbursements awarded under such programs do not result in an employee
8 being ruled ineligible for incentives or salary increases permitted under other sections of this pay
9 ordinance.

10 **(q)** In Skilled Trades classes, defined as those that have bona fide apprenticeship programs
11 registered with the Department of Labor or documented attainment of equivalent apprenticeship
12 programs, employees who have completed such apprenticeship programs and attained
13 journeyman status shall be granted the special skills recruitment rate for the class if a special
14 skills recruitment rate exists for the class. Employees in classes in the Trades Pay Schedule who
15 have completed alternative training programs established and approved by the Director of
16 Personnel, and attained journeyman status shall also be eligible for a salary at the special skills
17 recruitment rate if such a rate exists for the class.

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

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

3 The Director of Personnel may establish regulations relating to employees' eligibility for
4 reimbursement for uniforms.

5 Further, when funds have been budgeted therefore, an appointing authority may authorize
6 reimbursement to uniformed security or correctional employees of up to fifty dollars (\$50) per
7 incident for damage to personal property sustained while the employee was directly engaged in
8 quelling a disturbance while performing assigned and/or authorized duties during a shift.
9 Employees whose pay is established under Section 2(d) of the ordinance may be reimbursed for
10 damages to personal property sustained while in the course and scope of employment in
11 accordance with Police Division policies.

12 **(s)** An appointing authority that requires employees to provide and maintain their own tools
13 shall provide a tool replacement program and/or annual maintenance allowance, with the prior
14 approval of the Director of Personnel.

15 **(t)** (1) Contingency assignment differential may be paid for certain assignments when
16 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
17 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
18 assignment, not to extend more than one pay period. The Director of Personnel will determine
19 the assignments for which Contingency Assignment Differential will be paid. The assignment of
20 an employee to said assignment having a contingency assignment differential will be determined
21 by the appointing authority from an existing eligible list and will not constitute a promotion or

1 advancement in pay. In addition, the removal of an employee from said assignment shall not
2 constitute a demotion or reduction in pay. If an eligible list is not available, an appointing
3 authority may submit to the Director of Personnel the name of the employee being considered for
4 the assignment to determine if they meet the necessary minimum qualifications for the position
5 being considered.

6 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d), with
7 the prior approval of the Director of Personnel, the contingency assignment differential will be
8 ten percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for
9 each bi-weekly period worked or one percent (1%) of the employee's regular base bi-weekly rate
10 for each shift assignment covered, not to exceed one (1) pay period.

11 (2) Temporary assignment differential will be paid for certain assignments when a
12 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military
13 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
14 period but not more than thirteen (13) pay periods, and offset by any days that the employee by
15 reason of absence is not fulfilling the assignment. The Director of Personnel will determine the
16 assignments for which the temporary assignment differential will be paid. The assignment or
17 removal of an employee from said assignment having a temporary assignment differential will be
18 determined by the appointing authority and will not constitute a promotion, demotion,
19 advancement, or reduction in pay. The intended employee must meet the minimum
20 qualifications for the position to be assigned. The temporary assignment differential shall be
21 computed as an addition to pay and not affect the employee's regular bi-weekly rate.

1 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d), with
2 the prior approval of the Director of Personnel, the temporary assignment differential will be ten
3 percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each
4 bi-weekly period worked, not to exceed thirteen (13) pay periods. The Director of Personnel
5 may require the establishment of a department policy on temporary assignment differential pay
6 and must sign off on the policy prior to authorizing temporary assignment differential.

7 **(u)** City employees who are required by their appointing authority to routinely use their
8 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
9 maintenance and use allowance of two hundred ninety-seven dollars (\$297.00) per month.
10 Eligible employees who use their personal vehicle with reduced frequency shall be entitled to a
11 vehicle maintenance and use allowance which is reduced in proportion to the reduced frequency
12 of use, subject to the approval of the Director of Personnel.

13 **(v)** An appointing authority may, with the prior approval of the Director of Personnel,
14 establish a program to reimburse, in whole or in part, parking expenses incurred by employees,
15 when funds have been budgeted therefore.

16 **SECTION 3.**

17 **EDUCATION REIMBURSEMENT**

18 An appointing authority may, with the prior approval of the Director of Personnel,
19 authorize salary payments, payments of tuition expenses, fees, books and related material in
20 whole or in part to employees to permit them to attend school, visit other governmental agencies

1 or in any approved manner to devote themselves to improvement of knowledge or skills required
2 in the performance of the duties of their position.

3 The Department of Personnel may reimburse, in whole or in part, expenses incurred by
4 employees in the pursuit of improvement of the knowledge and skills required in the
5 performance of their positions or in higher positions, when funds have been allocated in the
6 Department's budget.

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

11 **SECTION 4.**

12 **SALARY RANGE LIMITATIONS**

13 No employee in the Classified Service shall be paid at a rate lower than the minimum or
14 higher than the maximum of the salary range established for the class to which his/her position
15 has been allocated, except as otherwise provided in this ordinance.

16 **SECTION 5.**

17 **STARTING SALARY**

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

20 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
21 shall be paid upon original appointment to the class unless the Director of Personnel finds that it

1 is difficult to secure the services of persons with minimum qualifications or experienced
2 qualified persons at the minimum rate.

3 The Director may establish a recruitment rate for a single position or all positions in a
4 class and authorize employment at an amount above the minimum but within the regular range of
5 salary established for the class. When a recruitment rate is established for an entire class,
6 employees already in such class may have their salaries adjusted to appropriate rates in the new
7 range resulting from the establishment of the recruitment rate.

8 (c) Employees with permanent status who are eligible for reemployment as determined by
9 the rules of the Department of Personnel shall be reemployed at an appropriate rate within the
10 salary range which takes into consideration the employee's prior service in the position, as
11 determined by the Director of Personnel.

12 SECTION 6.

13 PROMOTION, DEMOTION, REALLOCATION,

14 TRANSFER AND TEMPORARY PROMOTION

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

18 (a) Promotion: This shall be defined as a change of an employee in the Classified Service
19 from a position of one class to a position of another class with a higher pay grade or a higher
20 starting minimum salary.

1 (1) When an employee is promoted to a position in the General, Management or
2 Trades Pay Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is
3 five percent (5%) higher than the rate received immediately prior to the promotion or adjusted to
4 the nearest step in the new pay matrix which is not less than but is closest to a rate which is five
5 percent (5%) higher than the rate received immediately prior to promotion. An appointing
6 authority, with the prior approval of the Director of Personnel, may increase the pay of an
7 employee up to twenty percent (20%), adjusted to the nearest step, when such action is needed to
8 attract experienced, qualified candidates for a position. Such salary determinations shall take
9 into consideration the nature and magnitude of the accretion of duties and responsibilities
10 resulting from the promotion. However, no employee shall be paid less than the minimum rate
11 nor more than the maximum rate for the new class of position, except as otherwise provided in
12 this ordinance.

13 (2) Temporary Promotion: When an employee, whose salary range is established in
14 Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a limited
15 duration, the employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this
16 Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her
17 former rate of pay, adjusted by any increases the employee would have received in the absence
18 of the temporary promotion. In no case shall the employee's salary be above the maximum of
19 the salary range, unless otherwise provided for in this ordinance.

20 Employees whose salary ranges are established in Section 2(c) or 2(d) of this ordinance,
21 upon receipt of a temporary promotion, shall be granted the new rank with a salary adjustment

1 based on appropriate years of service in accordance with procedures established for a regular
2 promotion. At the end of the temporary promotion, the employee shall be returned to the rank
3 held immediately prior to the temporary promotion. The employee's rate of pay shall be based
4 on the appropriate years of service.

5 **(b)** Demotion: This shall be defined as a change of an employee in the Classified Service
6 from a position of one class to a position of another class which has a lower pay grade and a
7 lower starting minimum salary.

8 (1) If an employee is demoted for disciplinary reasons in accordance with the rules of
9 the Department of Personnel and Civil Service Commission and established disciplinary
10 procedures, his/her rate of pay shall be established at a rate within the range for the new position
11 which is at least five percent (5%) lower than the rate received immediately prior to the demotion
12 or reduced to the nearest step which is at least five percent (5%) lower than the rate received
13 immediately prior to the demotion, except no employee shall be reduced below the minimum of
14 the range unless otherwise provided for in this ordinance. The amount of the reduction shall be
15 determined by the appointing authority, with the approval of the Director of Personnel.

16 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
17 reduced within the range for the new position which is five percent (5%) lower, to the closest
18 downward step, than the rate received immediately prior to demotion, except that employees
19 who are in a working test period and demote to their previous class of position or pay grade, will
20 return to the rate or step received immediately prior to the promotion, plus any adjustments as
21 otherwise provided in this ordinance. No employee shall be paid less than the minimum nor

1 more than the maximum rate for the new class of position, except as otherwise provided in this
2 ordinance.

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

9 **(c) Reallocation:**

10 (1) If the employee's position is reallocated to a class in a lower pay grade, his/her
11 salary shall remain unchanged or adjusted to the closest step provided the employee's rate of pay
12 shall not be reduced.

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

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

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

6 **SECTION 7.**

7 **SALARY ADJUSTMENT**

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

11 **(a)** Competitive positions for which salary is established in Section 2(a) - General and
12 Management Schedule; or Section 2(b) - Trades Schedule:

13 (1) Any employee whose salary is established in Section 2(a) or 2(b) – General,
14 Management, and Trades Pay Schedules, shall receive a service rating in accordance with the
15 Service Rating Manual. The rating together with the standards of performance established in the
16 rating manual shall determine eligibility for a one step within-range (merit) increase at intervals
17 as outlined in the Service Rating Manual or other pay regulation(s) as determined by the Director
18 of Personnel. Notwithstanding any other section of the compensation ordinance, all employees
19 in the General, Management, and Trades pay schedules who would be eligible to receive an
20 annual step increase as a result of a "Successful" or "Highly Successful" Overall Rating on their

1 regular Service Rating date will receive a 1.5% increase regardless of their current rate or place
2 in the pay schedule.

3 (2) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
4 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of “Unsuccessful” as
5 defined by the Service Rating Manual, may have his/her salary reduced as determined by the
6 standards established in the Service Rating Manual, but not less than the minimum of the pay
7 grade range.

8 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52)
9 weeks of continuous service from the date of original appointment or from the date of the last
10 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion
11 (not for disciplinary reasons) or an across-the-board ordinance increase, an increase resulting
12 from an authorized incentive program, reallocation or an upgrade of the classification concurrent
13 with adoption of the ordinance. Absence from service as a result of any authorized paid leave,
14 suspensions, military leave, or family/medical leave will not interrupt continuous service.
15 Absence from service for any other cause shall result in breaking continuity of service and
16 establishment of a new anniversary date, except as otherwise provided in this ordinance. The
17 Director of Personnel may authorize different anniversary dates for an employee or groups of
18 employees.

19 (c) An appointing authority may evaluate the performance of an employee whose salary is
20 established in Section 2(a) or 2(b) of this ordinance for the purpose of a salary adjustment only at
21 intervals as described above except in the case of:

1 (1) Exceptional performance of duties:

2 With the prior approval of the Director of Personnel, the appointing authority in
3 accordance with the Service Rating Manual, may advance the salary of an employee who
4 demonstrates exceptional performance of duties after serving twenty-six (26) weeks of
5 employment at the same rate in the salary range by not more than ten percent (10%) or to the
6 closest step in the pay range which provides not more than a ten percent (10%) increase; this
7 may be in addition to any merit increase received.

8 (2) Substandard performance of duties:

9 An appointing authority may reduce the salary of an employee whose level of
10 performance is significantly diminished and no longer warrants payment at the current rate
11 within the range as provided in the Service Rating Manual; providing the employee's salary is
12 above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime
13 Code 3 or Overtime Code 4.

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

17 **(d)** Competitive positions for which salary is established in Section 2(c) - Fire Division
18 Schedule:

19 All employees in the Fire Division Pay Schedule shall have a service rating completed in
20 accordance with the Service Rating Manual.

1 Probationary Fire Privates shall be advanced to the rate for Fire Privates at the beginning
2 of the first bi-weekly pay period following one (1) year of service. Probationary Fire Equipment
3 Dispatchers shall follow the same schedule.

4 **(e)** Competitive positions for which salary is established in Section 2(d) – Police Division
5 Schedule:

6 All employees in the Police Division Pay Schedule shall have a service rating completed
7 in accordance with the Service Rating Manual.

8 Police Probationary Officers who successfully complete their working test period shall be
9 advanced to the rate for Police Officer at the beginning of the first bi-weekly pay period during
10 which such officer's one (1) year anniversary as a Police Probationary Officer occurs, excluding
11 his/her initial time in training at the Police Academy.

12 **(f)** Excepted Positions: The pay of an employee in an excepted position shall be adjusted to
13 any rate within the pay range at the discretion of the appointing authority for the excepted
14 position.

15 **(g)** The Director of Personnel may approve, at the request of an appointing authority,
16 adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary
17 adjustments under this provision shall preclude adjustments to compensate or reward employees
18 for long-term or meritorious service.

19 **(h)** The pay of any employee may be decreased as a disciplinary action by an appointing
20 authority to a lower rate. Any such decrease shall be made in accordance with the established
21 disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the

1 current salary rate. The decrease may be below the minimum of the pay range for the class. The
2 appointing authority may determine the pay decrease shall be effective for a specific number of
3 bi-weekly pay periods provided, however, that such decrease shall not be effective for more than
4 thirteen (13) bi-weekly pay periods.

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

7 (j) The Director of Personnel may approve a within range salary adjustment or other
8 incentives to retain employees in positions that are difficult to fill, or because of their unique
9 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

10 SECTION 8.

11 INCOME SOURCES

12 Any salary paid to an employee in the Classified Service shall represent the total
13 remuneration for the employee, excepting reimbursements for official travel and other payments
14 specifically authorized by ordinance or pay regulation promulgated by the Director of Personnel.
15 No employee shall receive remuneration from the City in addition to the salary authorized in this
16 ordinance for services rendered by the employee in the discharge of the employee's ordinary
17 duties, of additional duties which may be imposed upon the employee, or of duties which the
18 employee may undertake or volunteer to perform.

19 Whenever an employee not on an approved paid leave works for a period less than the
20 regularly established number of hours a day, days a week or days bi-weekly, the amount paid
21 shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate

1 for the employee's position. The payment of a separate salary for actual hours worked from two
2 (2) or more departments, divisions or other units of the City for duties performed for each of
3 such agencies is permissible if the total salary received from these agencies is not in excess of
4 the maximum rate of pay for the class.

5 **SECTION 9.**

6 **CONVERSION**

7 **(a)** Pay schedules in Sections 2(a) or 2(b) in **Ordinance Number 71512** shall continue in
8 effect until the start of the bi-weekly pay period of the effective date of this ordinance, and the
9 rates to be paid to employees in positions of any classes for which a rate is established or
10 changed in Section 2(a) or 2(b) of this ordinance shall become effective and be adjusted (if
11 necessary) as follows:

12 The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this
13 ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule
14 as determined by the Director of Personnel shall have their current salary increased to a rate,
15 rounded to the nearest whole dollar, which is not less than but is closest to a rate which is five
16 percent (5%) higher than the rate received immediately prior to promotion, but not less than the
17 minimum of the pay range, whichever is the greater. If an employee's salary is between steps,
18 the employee's salary shall be placed at the higher step.

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

1 (c) The salary of an employee serving in a trainee position, which remains above the new
2 trainee rate for his/her position, shall remain unchanged.

3 (d) The Director of Personnel may establish a special conversion procedure for a class or
4 position in the event that the Director determines that a serious inequity would be created by the
5 application of the conversion procedures established in this Section 9.

6 (e) All full-time employees whose salary is established in Section 2(a) or 2(b) – General and
7 Management or Trades Pay Schedules whose bi-weekly rate is above step 30 shall have their bi-
8 weekly rate increased by three percent (3%) effective beginning with the start of the bi-weekly
9 pay period which includes the effective date of this ordinance.

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

12 SECTION 10.

13 PAYMENT OF SALARIES

14 All compensation for positions in the Classified Service shall be paid bi-weekly. The
15 Director of Personnel and Comptroller shall establish the procedure for listing employees on the
16 various payrolls. The payment due each employee for service, except as otherwise provided,
17 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
18 event that an employee is dismissed or has been employed for occasional or emergency work, the
19 Comptroller may immediately pay the employee upon termination of service without waiting for
20 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
21 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 overtime code of an existing class within the classification plan, the Director of Personnel shall change the overtime code, 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.

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/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

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

4 Each appointing authority shall submit to the Department of Personnel the work schedule
5 established for each position in the work unit. Work schedule reports shall be submitted upon
6 request of the Director of Personnel or whenever the appointing authority proposes to change the
7 permanent work schedule of a position. The work schedule submitted by the appointing
8 authority shall constitute the normal work schedule for the position when approved by the
9 Director of Personnel.

10 All employees in the Classified Service shall be in attendance at their work in accordance
11 with schedules established under the provisions of this Section 14, subject to other provisions of
12 this ordinance with respect to hours, holidays, vacation leave, medical leave, furloughs, sick
13 leave, military leave, and leaves of absence with or without pay.

14 **(a)** Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours shall
15 constitute the average minimum required weekly hours of service in an employment cycle under
16 regular full-time employment for all City employees paid on a bi-weekly basis occupying
17 competitive positions in the Classified Service. The minimum daily and annual service required
18 of such employees shall be in proportion to the average minimum weekly hours established.

19 Appointing authorities shall so arrange the time for reporting for work, for luncheon
20 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 Employees: Appointing authorities for employees occupying full-time positions whose salaries are established in Section 2(a) 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 classification is denoted in the Management Schedule 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, 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.

(d) The work period for employees whose pay is established in Section 2(d) of this ordinance is twenty-eight (28) days. The daily work period for an employee in the position of Police Probationary Officer and Police Officer is eight (8) hours which includes a thirty (30) minute meal period. The meal period is counted as working time; however, an officer unable to take a

meal break will not receive additional compensation. The daily work period for an employee in the position of Police Officer Trainee is eight (8) hours. Additionally, Police Officer Trainees shall receive a thirty (30) minute unpaid meal period that shall not be counted as part of their daily work period or work day.

SECTION 15.

OVERTIME

(a) The Department of Personnel shall determine those positions in the Classified Service of the City of St. Louis which are exempt from overtime compensation and those positions which are not exempt from overtime compensation. The overtime codes established for each class in Section 1(a) of this ordinance shall be interpreted as follows:

OVERTIME CODE (OVTM):

- 1 These classes are primarily managerial in nature, but may also include some professional or administrative classes that are 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 that are exempt from overtime compensation, but which the City compensates for overtime at the straight (1.0x) time rate.
- 3 These are non-exempt classes that receive overtime compensation at the one and one-half (1.5x) time rate.

1 4 These non-exempt classes work an average bi-weekly work schedule of 84
2 hours and, therefore, receive overtime compensation at the one and one-
3 half (1.5x) time rate.

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

6 For purposes of determining overtime pay rates for non-exempt employees, the regular
7 hourly rate of pay shall be used.

8 Any employee in a class which has been allocated to Overtime Code 4 (non-exempt) in
9 Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay
10 or compensatory time off at the one and one half (1.5x) time rate. Each appointing authority
11 shall designate and submit to the Director of Personnel the official work week or work cycle for
12 all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt (Code 4) employee
13 works in excess of forty (40) hours in a work week, the employee will be paid at the one and one
14 half time (1.5x) rate. The average number of scheduled hours in a bi-weekly pay period shall not
15 be less than eighty-four (84) for full-time employment. The regular hourly rate of pay for a non-
16 exempt (Code 4) bi-weekly paid employee shall be determined by dividing the employee's
17 regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a
18 bi-weekly pay period. In addition to the actual hours worked, only paid vacation, compensatory
19 time, jury leave, and holidays shall count as hours worked for the purpose of determining
20 eligibility for overtime compensation.

1 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in
2 this ordinance shall be compensated for overtime work in accordance with the provisions of this
3 section. Each appointing authority shall designate and submit to the Director of Personnel the
4 official work week and schedule or work cycle for all non-exempt positions in the work unit.
5 The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty
6 (80) for full-time employment.

7 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) or 2(b),
8 works hours in excess of the maximum established for an official work week or work cycle,
9 usually forty (40) hours in a work week such hours shall be paid at the one and-one-half time
10 (1.5x) rate. In addition to the actual hours worked, only paid vacation, compensatory time, jury
11 leave, and holidays shall count as hours worked for the purpose of determining eligibility for
12 overtime compensation.

13 Overtime Code 3 employees whose pay matrix is in Section 2(c) of this ordinance who
14 are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred
15 forty-four (144) hours are worked in a work cycle, except that the Fire Division shall pay
16 overtime for emergency work at the end of a shift or emergency work required on a separate,
17 non-scheduled day, even if the total number of hours worked in the work cycle is not in excess of
18 one hundred forty-four (144) hours. These employees shall not receive additional compensation
19 for regularly scheduled hours in excess of one hundred forty-four (144) hours if they do not
20 actually work more than one hundred forty-four (144) hours in the work cycle; provided
21 however, that in addition to the actual hours worked, jury leave, vacation leave, compensatory

1 time and "O" days shall count as hours worked for the purpose of determining eligibility for
2 overtime compensation. Days scheduled off to reduce average work week to fifty-two (52)
3 hours, compensatory time, vacation, "O" days, and holiday time shall be scheduled consistent
4 with a reasonable vacation and holiday leave policy to avoid the necessity of actually working
5 more than one hundred forty-four (144) hours during any work cycle.

6 Police Officer Trainees, Police Probationary Officers and Police Officers shall be paid
7 overtime, defined as one and one-half time (1.5x) the employee's regular standard rate of pay,
8 for all hours worked in excess of their eight (8) hour work day or any hours worked on a
9 scheduled day off. Only hours actually worked shall count toward overtime pay.

10 Police Sergeants – whose salary is established in Section 2(d) of this ordinance shall be
11 paid overtime, as defined as one and one-half time (1.5x) the employee's regular standard rate of
12 pay, for all hours actually worked in excess of one hundred sixty (160) hours in a twenty-eight
13 (28) day work period. In addition to hours physically worked, paid vacation, compensatory time,
14 holidays, discretionary holidays, and sick-injured time shall count toward the 160-hour threshold
15 during the 28-day period that must be met to earn overtime. These employees shall receive
16 additional compensation for authorized overtime, court time, and court standby time whenever
17 the total accumulated time exceeds forty (40) hours.

18 (b) Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
19 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
20 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
21 the Director of Personnel the official work week or work cycle, which is usually forty (40) hours,

1 for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an exempt
2 (Code 2) position is directed by management, with the approval of the appointing authority, to
3 work hours in excess of the maximum established for an official work week or work cycle it
4 shall be considered overtime. In addition to the actual hours worked, only paid vacation time,
5 compensatory time, jury leave, and holidays shall count as hours worked for the purpose of
6 determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be
7 compensated at the employee's regular hourly rate of pay, or by granting the eligible employee
8 compensatory time off at the rate of one (1) hour for each hour of overtime worked. The average
9 number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-
10 time employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid
11 employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the
12 average number of regularly scheduled hours of work in a bi-weekly pay period.

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

16 (d) An appointing authority may compensate Overtime Code 1 employees at the straight-
17 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St.
18 Louis declares an emergency due to serious and protracted conditions which threaten continuous
19 City Service, preservation of public peace, health, or safety, and 2) the appointing authority
20 directs an employee or group of employees to work in excess of forty (40) hours per week. The

1 appointing authority shall maintain attendance records of the assignment(s) and submit such
2 records at the request of the Director of Personnel.

3 (e) Employees who wish to use compensatory time earned in lieu of pay must make their
4 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
5 appointing authority shall keep in mind the staffing needs of the department when granting time
6 off, but in any case time off will not be unreasonably denied.

7 Pay shall be the regular method of compensation for recorded overtime hours of work for
8 employees in classes with Overtime Code 3 and Overtime Code 4. However, an appointing
9 authority shall compensate a non-exempt bi-weekly paid employee for overtime work by
10 granting the employee compensatory time off in lieu of pay only if the employee requests
11 compensatory time, in writing.

12 Employees engaged in public safety, emergency response or seasonal activity as defined
13 by the Director of Personnel may have a maximum balance of two hundred forty (240) hours of
14 compensatory time; except that Police Officer Trainees, Police Probationary Officers, Police
15 Officers, and Police Sergeants shall only be allowed to accumulate up to forty (40) hours of
16 compensatory time. All other employees are allowed a maximum balance of one hundred twenty
17 (120) hours of compensatory time excluding compensatory time earned for working on a
18 holiday. These maximum balances of compensatory time shall apply to employees working an
19 average work week of forty (40) hours; the maximum balance of compensatory time for
20 employees whose average work week is more or less than forty (40) hours shall be proportionate.
21 No provision of this section establishing a maximum balance of compensatory time shall serve to

1 cancel any compensatory time due to an employee or to deny an employee payment for recorded
2 compensatory time earned in accordance with the provisions of the compensation ordinance in
3 effect at the time the compensatory time was earned.

4 Each appointing authority shall establish procedures to assure that non-exempt employees
5 are promptly granted time off when such employees request to use their earned compensatory
6 time. Appointing authorities may not deny non-exempt employees' requests for earned
7 compensatory time off except when such approval would create an extreme business hardship.
8 For employees occupying the position of Police Officer Trainee, Police Probationary Officer,
9 and Police Officer compensatory time may be used at such times and in such blocks as are
10 mutually agreed upon between the supervisor and the employee and it shall not be unreasonably
11 denied by the supervisor if operating requirements will not be adversely affected. When an
12 appointing authority determines that the work schedule of the organization will not permit the
13 granting of such time off, the appointing authority shall pay the employee in that same pay
14 period for all or a portion equivalent to the time requested of the employee's accrued
15 compensatory time. This provision requiring the prompt granting of requested time off applies
16 only to compensatory time that is earned as a result of the employee working overtime; it does
17 not apply to compensatory time earned as a result of an incentive program or award program.

18 Compensatory time earned by exempt employees shall be granted at the discretion of the
19 appointing authority and upon request of the employee.

20 (f) Before an employee is transferred, promoted or demoted from a position under one
21 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 termination all compensatory time shall be 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.

(g) All departments shall keep daily attendance records of classified employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted, and paid; or 3) the non-occurrence 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 a bi-weekly rate 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 designated holidays:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Year's Day
Third Monday in January	Rev. Martin Luther King, Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
June 19	Juneteenth Day
July 4	Independence Day
First Monday in September	Labor Day

1	November 11	Veterans' Day
2	Fourth Thursday in November	Thanksgiving Day
3	Day after Thanksgiving	Day after Thanksgiving
4	December 25	Christmas Day

5 In addition to the above enumerated designated holidays, full-time classified employees
6 shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by
7 this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City
8 offices.

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

17 When the day of observance of a holiday is changed by State or Federal law, it will be so
18 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
19 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
20 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) In addition to the above eleven (11) designated holidays, employees in Section 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners immediately prior to September 1, 2013, shall receive five (5) personal (discretionary) holidays which shall be scheduled in accordance with department policies; Police Division civilian employees hired on or after September 1, 2013, shall receive no personal (discretionary) holidays.

In addition to pay for hours physically worked on an official holiday, including any overtime to which the employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners immediately prior to September 1, 2013, will receive four (4) hours of compensatory time if they are required to work a full eight (8) hour shift that begins on any of the following days:

January 1

Last Monday in May

July 4

First Monday in September

Fourth Thursday in November

December 25

In addition to any pay for hours physically worked, including any overtime to which the employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners immediately prior to September 1,

2013, who are required to work the afternoon, evening overlay, or night watch on December 31 will receive four (4) hours of compensatory time.

(c) In addition to the above eleven (11) designated holidays, employees in Section 2(d) shall receive an additional five (5) personal holidays which shall be scheduled in accordance with Police Division policies.

In addition to pay for hours physically worked on an official holiday, including any overtime to which the employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance will receive four (4) hours of compensatory time if they are required to work a full eight (8) hour shift that begins on any of the following days:

January 1

Last Monday in May

July 4

First Monday in September

Fourth Thursday in November

December 25

In addition to any pay for hours physically worked, including any overtime to which the employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance and Police Officer Trainees, who are required to work the afternoon, evening overlay, or night watch on December 31 will receive four (4) hours of compensatory time.

(d) Each appointing authority shall determine the manner of granting holidays and shall report his/her determination to the Department of Personnel, if required by the Director of

1 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this
2 compensation ordinance, excluding employees of the Police Division, are required to work on a
3 holiday they shall be entitled to compensation for the holiday and the hours actually worked.
4 Compensation for the holiday shall be in an amount proportionate to the number of hours an
5 employee is regularly scheduled to work in a day or shift. When full-time bi-weekly rate
6 employees of the Police Division whose pay is established in 2(a), 2(b) or 2(d) are required to
7 work on a holiday, they shall be entitled to leave with pay on another date designated by the
8 appointing authority in an amount proportionate to the number of hours an employee is regularly
9 scheduled to work in a day or shift.

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

14 Employees of the EMS Service, whose positions are classified as EMS Dispatcher, EMS
15 Lead Dispatcher, EMT (Emergency Medical Technician), Paramedic, or Paramedic Crew Chief,
16 will be compensated with pay in lieu of compensatory time for all holidays and receive twelve
17 (12) hours of personal day leave.

18 If an employee is docked from the payroll for one hour or more on the full scheduled
19 workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled
20 holiday, the employee shall not be compensated for the holiday.

1 The holiday compensation procedures established by this Section 16 shall apply to full-
2 time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees shall be
3 compensated for holidays in proportion to the percentage of time they are regularly scheduled to
4 work. Employees paid on an hourly or per performance basis shall not be entitled to holiday
5 compensation, except as otherwise provided in this ordinance.

6 In the event that the holiday schedule established in this Section 16 is revised, employees
7 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
8 accordingly. The Director of Personnel may establish additional or alternate holiday leave
9 policies for employees occupying public safety positions which qualify for the special overtime
10 pay provisions under Federal law or for employees with official work schedules authorized by
11 the Director of Personnel which exceed the normal forty (40) hour weekly work schedule.
12 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
13 the same manner who work substantially equivalent work schedules.

14 Employees whose pay is established in Section 2(c) of this ordinance and are Overtime
15 Code 3 shall be entitled to one hundred forty-four (144) hours of compensatory time off in lieu
16 of all holidays occurring in a calendar year. Employees whose pay is established in Section 2(c)
17 of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred twelve (112)
18 hours of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar
19 year. Because of the necessity of maintaining the work schedule of such employees, the Director
20 of Personnel, in cooperation with appointing authorities concerned, shall establish procedures for
21 holiday compensation for such employees who are regularly required to work on holidays. Such

procedures shall be designed to treat all employees in the class who work a substantially equivalent schedule in the same manner.

Employees whose pay is established in Section 2(c) of this ordinance shall receive five (5) days of paid leave which shall be referred to as “O” Days.

SECTION 17.

VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. There shall be no advancement of paid vacation leave. The Director of Personnel may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Classified Service.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date before April 23, 1989, as follows. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

	PAY ESTABLISHED IN SECTION 2(a) or 2(b)		PAY ESTABLISHED IN SECTION 2(c)	
Length of Cumulative Service	Bi-Weekly Accrual Rates	Annual Equivalent	Bi-Weekly Accrual Rates	Annual 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

1	15 but less than 20 years	8	208	7	182
2	20 or more years	9	234	8	208

3 Employees employed before July 18, 2010, whose pay is established in Section 2(a), 2(b)
4 or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of
5 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
6 service shall have forty (40) hours of vacation added to their existing balance. This excludes all
7 civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

8 **(b)** Vacation hours shall be granted to employees whose pay is established in Section 2(a),
9 2(b) or 2(c) with an appointment date on or after April 23, 1989, as follows. This excludes all
10 civilian employees who were employed by the Board of Police Commissioners prior to
11 September 1, 2013.

12	PAY ESTABLISHED				
13	IN SECTION				
14	2(a) or 2(b) or 2(c)				
15	Length of	Bi-Weekly	Annual		
16	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>		
17	1 but less than 5 years	3	78		
18	5 but less than 10 years	5	130		
19	10 but less than 15 years	6	156		
20	15 but less than 20 years	7	182		
21	20 or more years	8	208		

Employees employed before July 18, 2010, whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(c) Employees employed on or after July 18, 2010, will not have the 40 hours added to their vacation balance upon completion of 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.

(d) Employees whose pay is established in Section 2(a) or 2(b) employed by the Board of Police Commissioners immediately prior to September 1, 2013, employed by the City on September 1, 2013, and continuously employed by the City shall accrue vacation hours as follows:

PAY ESTABLISHED

IN SECTION

2(a) or 2(b)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 12 years	4.62	120.12
12 but less than 21 years	6.16	160.16
21 but less than 30 years	7.70	200.20

1	30 or more years	9.24	240.24

2 **(e)** Police Division employees whose pay is established in Section 2(a) or 2(b) who were
3 hired on or after September 1, 2013, shall accrue vacation hours as listed below:

4 PAY ESTABLISHED

5 IN SECTION

6 2(a) or 2(b)

7	Length of	Bi-Weekly	Annual
8	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>

9	1 but less than 5 years	3	78

10	5 but less than 10 years	5	130

11	10 but less than 15 years	6	156

12	15 but less than 20 years	7	182

13	20 or more years	8	208

14 **(f)** Employees whose pay is established in Section 2(d) of this ordinance and employees
15 whose pay is established in Section 2(a) or 2(b) and were employed by the Board of Police
16 Commissioners immediately prior to September 1, 2013, and remain so employed shall earn
17 vacation time in accordance with the following schedule on employment anniversary dates as
18 follows:

19 PAY ESTABLISHED

20 IN SECTION

21 2(a) or 2(b) or 2(d)

1	Length of	Bi-Weekly	Annual
2	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
3	1 but less than 12 years	4.62	120.12
4	12 but less than 21 years	6.16	160.16
5	21 but less than 30 years	7.70	200.20
6	30 or more years	9.24	240.24

(1) For employees whose pay is established in Section 2(d), forty (40) hours of vacation leave may be taken in one (1) hour increments.

(2) Vacation time is accrued on a bi-weekly basis. No employee will be entitled to or allowed to take any vacation until ninety (90) days of continuous employment from the date of employment.

(g) All references in this ordinance, except as otherwise noted, to accrual rates, additions to, and accrual maximums for vacation are for employees working a scheduled 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 scheduled 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, except as provided otherwise in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue vacation.

1 **(h)** (1) The maximum vacation balance for those working an average work week of forty
2 (40) hours shall be six hundred (600) hours, except by written request of an appointing authority
3 and with prior approval of the Director of Personnel. Vacation accrual maximums for those
4 working more or less than forty (40) hours per week, but at least fifty percent (50%) time shall
5 be proportionate to the number of hours worked in a bi-weekly pay period.

6 (2) When an employee's full-time average work week is changed, the maximum
7 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
8 current vacation balance adjusted so that the vacation shall maintain the same position relative to
9 the new maximum balance as existed with the employee's previous maximum balance.

10 (3) Accrual of vacation shall cease when an employee accumulates the maximum
11 vacation balance established for the assigned work schedule and shall not resume until the
12 vacation balance is less than the maximum amount.

13 **(i)** Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
14 each pay period thereafter, but employees must complete the entire pay period to accrue the
15 vacation leave at the end of said pay period:

16 (1) of appointment;

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

18 (3) of restoration to employment of one-half (50%) time or more.

19 Vacation leave shall be granted in whole hour units. On termination of service, any
20 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
21 last day at work.

1 (j) Appointing authorities shall be responsible for establishing all vacation leave schedules
2 but may not discipline employees by imposing unusual vacation schedules. Vacation shall be
3 granted to the employee as provided by this ordinance in one of the following ways:

4 (1) When the employee requests vacation leave in accordance with departmental
5 policies;

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

7 (3) When an employee is terminated or resigns from the Classified Service;

8 (4) When an employee whose salary is established in Sections 2(a), 2(b), 2(c) or 2(d)
9 reaches the established maximum accrual and would cease accruing vacation and notifies the
10 appointing authority in writing of his/her intention to schedule vacation. Such notice shall be at
11 least seven (7) days prior to the first work day the employee intends to take off. If the appointing
12 authority fails to establish a different vacation schedule, the employee may take the paid leave,
13 which was proposed in writing.

14 (5) With the approval of the appointing authority, an employee may request and
15 receive payment from the appointing authority for forty (40) hours of vacation accrual in lieu of
16 scheduling paid leave provided that the full vacation allowance for that year is not exceeded.
17 This may be done a maximum of once in each calendar year. Management employees may
18 request payment from the appointing authority for up to an additional forty (40) hours of their
19 vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to
20 be absent from work. Employees whose pay is established in Section 2(c) of this ordinance may

request payment for up to ninety-six (96) hours of vacation. These requests are subject to the prior approval of the Director of Personnel.

(k) During the first twelve (12) months of employment, unless stated otherwise in this ordinance, accrued vacation may be granted to an employee provided that the employee has completed six (6) months of continuous service. When employment is terminated before completing twelve (12) months of continuous service, any previously granted vacation leave shall be deducted from the employee's final pay. When the service of an employee is terminated after twelve (12) months of continuous service, any accumulated vacation that is due the employee shall be paid.

(l) Employees who separate from the Classified Service, who are certified from a reemployment list, and who return to the Classified Service within twenty-four (24) months of the separation, will be given credit for prior continuous service in determining the vacation accrual rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the date of the employee's original appointment.

(m) 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(a) or 17(b) of this ordinance and based on the date of the employee's original appointment.

(n) Employees who return to work from a "reemployment from layoff" eligible list shall be eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance, provided the employee has completed six (6) months of continuous service prior to the layoff

1 and with approval of the appointing authority. An employee who has completed less than six (6)
2 months of continuous service will be required to complete the remaining portion of the six (6)
3 months period before being eligible to use vacation.

4 Any such reemployed worker shall be given credit for prior continuous service in
5 determining the employee's vacation accrual rate in accordance with the schedule established in
6 Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's original
7 appointment. A Commissioned Officer who retires and is rehired as a civilian employee will be
8 considered a new employee for vacation purposes.

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

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

17 **(q)** With the approval of the appointing authority, a retiring employee may be paid on the
18 payroll for accrued vacation in the month prior to retirement without inclusion in the employee's
19 final average compensation. An appointing authority may pay previously accrued vacation off in
20 a lump sum to an employee whose service with the City has terminated. Such payment shall be
21 made on the employee's last regular paycheck.

1 **(r)** Employees occupying excepted positions in the Classified Service shall be granted
2 vacation at the discretion of their appointing authority. An employee whose term in an excepted
3 position ends and who is then appointed to a permanent competitive position working fifty
4 percent (50%) time or more shall become eligible to accrue vacation leave with pay upon
5 appointment to the competitive position. Length of cumulative service for the purpose of
6 determining rate of vacation leave accrual shall be based on the employee's original date of
7 appointment to the excepted position, providing there was no break in service between expiration
8 of the excepted position and appointment to the permanent competitive position. The date of
9 appointment to the permanent competitive position shall be used to determine the appropriate
10 rate of vacation accrual for the corresponding length of cumulative service in accordance with
11 the schedule established in Section 17(b).

12 **(s)** Appointing authorities shall report leave with pay for vacation and such other authorized
13 absences as the Director of Personnel shall designate to the Department of Personnel in such
14 form and at such time as the Director of Personnel may require.

15 **SECTION 18.**

16 **SICK LEAVE**

17 **(a)** Employees (non-Police Division employees) ceased accruing sick leave beginning July
18 18, 2010. Employees in Section 2(a) or 2(b) employed by the Board of Police Commissioners
19 prior to September 1, 2013, employed by the City on September 1, 2013, and continuously
20 employed by the City ceased accruing sick leave on June 30, 2014. An employee may choose to
21 use his/her sick leave in accordance with regulations established by the Director of Personnel.

1 **(b)** An active employee who is a member of the Employees Retirement System or the
2 Firemen's Retirement System of the City of St. Louis, and who applies for retirement and
3 immediately retires from active service, shall receive payment for his/her sick leave balance less
4 any sick leave credited or paid to a member or used in the calculation of retirement benefits
5 under this or any other ordinance(s). If the Employees Retirement System or Firemen's
6 Retirement System provides for sick leave to be credited or paid to a member or used in the
7 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent
8 (50%) of the value of the employee's sick leave balance. If the Employees Retirement System of
9 the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
10 calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of the
11 employee's sick leave balance at time of retirement.

12 **(c)** If a member of the Employees Retirement System or the Firemen's Retirement System of
13 the City of St. Louis who had been otherwise eligible for Normal or Early Service Retirement
14 dies his/her estate may receive payment based on the calculation above on the employee's sick
15 leave balance, if any. Payment shall be made in accordance with the procedures established by
16 the Director of Personnel.

17 **(d)** An employee who is reemployed from an authorized layoff shall have his/her prior sick
18 leave balance if any restored, provided this balance has not been used in the determination of
19 pension benefits paid to the retiree.

20 **(e)** Commissioned officers will be granted sick leave at the rate of 3.70 hours bi-weekly. In
21 addition, military reinstatements will be credited, on the date of their reinstatement, with the

1 number of sick leave credits accumulated prior to entering the military. Officers hired prior to
2 April 20, 2011, may earn and bank sick leave hours on an unlimited basis until termination from
3 the Division.

4 **(f)** Commissioned officers hired prior to April 20, 2011, with thirty (30) years of service and
5 possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their
6 accumulated sick leave hours. Officers hired prior to April 20, 2011, who have at least twenty
7 (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation for
8 one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080 hours
9 divided by 12). All other officers hired prior to April 20, 2011, terminating their employment
10 with the Division will receive compensation for one-fourth of their accumulated sick leave hours
11 at the time of termination. These benefits are not granted to employees who have pled guilty,
12 been found guilty or otherwise convicted of a crime prior to termination.

13 **(g)** Employees in Section 2(a) or 2(b) formerly employed by the Board of Police
14 Commissioners prior to April 20, 2011, and continuously employed by the City with thirty (30)
15 years of service and possessing 2,200 accrued sick leave hours, will receive compensation for
16 one-half of their accumulated sick leave hours. Employees in Section 2(a) or 2(b) formerly
17 employed by the Board of Police Commissioners hired prior to April 20, 2011, and continuously
18 employed by the City who have at least twenty (20) years of service who possess 1,600 accrued
19 sick leave hours, will receive compensation for one-fourth of their accumulated sick leave hours,
20 and also receive 173.33 hour pay (2080 hours divided by 12). All other employees in Section
21 2(a) or 2(b) employed by the Board of Police Commissioners prior to April 20, 2011, and

continuously employed by the City who terminate their employment with the Division will receive compensation for one-fourth of their accumulated sick leave hours at the time of termination. These benefits are not granted to employees who have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

(h) All Commissioned officers, excluding Police Officer Trainees, may be eligible to receive paid time off for perfect and near perfect attendance.

(i) There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay at the current rate of compensation.

SECTION 19.

MEDICAL LEAVE

(a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent competitive positions working fifty percent (50%) time or more in accordance with regulations and procedures established by the Director of Personnel.

(1) All employees, unless otherwise stated in this ordinance, shall accrue three (3) hours of medical leave for each bi-weekly pay period of employment but must complete the entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is established for employees working an average work week of forty (40) hours. Medical 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 medical leave by his/her appointing authority after completing twenty-six (26) weeks of continuous service.

1 (2) Employees in Section 2(a) or 2(b) hired by the Police Division on or after
2 September 1, 2013, shall accrue medical leave as stated above in Section 19(a)(1).

3 (3) Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners
4 before September 1, 2013, shall be entitled to all of the sick and medical leave accrued during
5 such employment. Subject to the provisions of Section 19(a), medical leave with pay shall be
6 granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the
7 Board of Police Commissioners before September 1, 2013, employed by the City and
8 continuously employed by the City on September 1, 2013.

9 **(b)** The Director of Personnel may establish a system of cash awards, paid time off or other
10 incentives to reward employees for perfect and near perfect attendance.

11 **(c)** An appointing authority shall remove an employee from the payroll for unexcused
12 absence in accordance with regulations and procedures established by the Director of Personnel.
13 When an employee is docked from the payroll under the provisions of this section, the amount
14 deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly
15 rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked
16 from the payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue
17 medical leave for the pay period.

18 **(d)** If management decides to send their employees or a group of employees home due to
19 inclement weather, they will not lose their medical leave accrual for that pay period.

20 **(e)** All leave with or without pay for illness, injury, or physical inability to perform assigned
21 duties 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.

(f) An employee who is reemployed from an authorized layoff shall have his/her prior medical leave balance and sick leave balance restored if any, provided any sick leave 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 medical and/or sick leave balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff may take approved medical and/or sick leave upon reemployment.

(g) Each appointing authority shall institute procedures, in accordance with regulations established by the Director of Personnel that will discourage the improper use of medical 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.

(h) Employees shall not receive payment for any medical leave balance, and it shall not be used in the calculation of retirement benefits or payments under this ordinance or any other ordinance.

(i) There shall be no advancement of medical leave.

SECTION 20.

MILITARY LEAVE

The City of St. Louis will follow all applicable state and federal laws on the granting of military leave and reemployment rights.

1 Each employee is required to give advance notice (at least 30 days prior to departure
2 when feasible), preferably in writing, of service obligation or intention to perform services in the
3 uniformed services, unless such notice is prevented by military necessity, as determined by a
4 designated authority, or impossible or unreasonable under all of the circumstances.

5 Upon the expiration of military leave of absence, the employee shall be reinstated to the
6 class of position he/she occupied at the time the leave was granted without breaking continuity of
7 service. Failure of an employee to report for duty within the time pursuant to state or federal law
8 shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored
9 to the employee upon his/her return.

10 Full-time, permanent employees paid a bi-weekly rate of pay who are called to active
11 duty as a member of the National Guard or any reserve component of the Armed Forces of the
12 United States and who are placed on a military leave of absence will be granted compensation in
13 the amount to offset the difference between the employee's gross bi-weekly pay with the City
14 and his/her total military pay plus allowances if such military pay and allowances is less than the
15 employee's regular gross bi-weekly rate of pay and subject to submission of documentation as
16 required by the Director of Personnel.

17 **SECTION 21.**

18 **LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

19 An employee may request a leave of absence, or an appointing authority may request a
20 leave of absence for an employee, for any reason under the City's general leave policy, or a
21 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The

1 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
2 provisions and regulations as determined by the Director of Personnel.

3 **(a)** An appointing authority, with the approval of the Director of Personnel, may grant an
4 employee in a competitive position a general leave of absence without pay for a period of one (1)
5 year, which may be extended, with the prior approval of the Director of Personnel.

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

18 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
19 family/medical leave. The City of St. Louis will provide up to six (6) weeks of paid
20 family/medical leave, in accordance with the City's "Family/Medical Leave Policy."

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

5 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
6 prior to being placed on leave without pay status for approved Family and Medical Leave, except
7 employees can keep one (1) week of vacation hours (if they have accrued one (1) week of
8 vacation and are eligible to take them). Employees will be allowed to use all their compensatory
9 time, if requested by employee.

10 (c) Any employee in a competitive position who is appointed to an excepted position in the
11 Classified Service shall be granted an in-service leave without pay from the competitive position
12 during the term to which he/she is appointed to the excepted position. Such leave shall be for the
13 term of the appointment to the excepted position and until his/her successor qualifies. Upon the
14 expiration of the appointment to the excepted position, the employee shall be reinstated to the
15 competitive position he/she occupied immediately prior to the in-service leave. The employee
16 shall be reinstated to the competitive position as under a temporary promotion pursuant to
17 Section 6(a)(2) of this ordinance. Employees who are returned to a competitive position shall
18 retain any vacation, compensatory time, sick leave, or medical leave balance in effect at the time
19 of granting of the leave of absence for appointment to the excepted position. Employees shall be
20 given credit for time spent in an excepted appointment in computing eligibility for additional
21 vacation leave accrual.

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

10 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
11 absence, except military leave, must take all accrued vacation at the start of the leave of absence
12 except as otherwise provided in this ordinance. Employees who are granted or placed on a non-
13 paid leave of absence will not accrue vacation, sick leave, and medical leave during the period of
14 non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the
15 procedures as established in this Section 21 and any other applicable regulations and procedures
16 as established by the Director of Personnel.

17 **(f)** An appointing authority, with the prior approval of the Director of Personnel, may put an
18 employee on a forced leave of absence with or without pay pending the outcome of an
19 investigation or of a pending disciplinary action against the employee. Employees being placed
20 on forced leave may elect to be placed on either vacation leave or compensatory time.

1 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
2 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough
3 program.

4 **SECTION 22.**

5 **INSURANCE BENEFITS**

6 The City of St. Louis is hereby authorized to devise and establish by contract or
7 otherwise plans for life, health, medical, disability, and other insurance coverage deemed
8 necessary for employees in the Classified Service and other employees for the City and their
9 dependents. The Director of Personnel shall develop and administer programs to provide for
10 such coverage. The Director of Personnel shall confer with the Board of Estimate and
11 Apportionment by February 1st of each year regarding coverage plans and the appropriate
12 funding level. The Director shall then be charged with the responsibility of establishing the
13 applicable funding level and remittance rates for the aforementioned plans and certify same to
14 the Comptroller and Budget Director by March 1st of each year. The Director of Personnel may
15 amend said rates as needed.

16 **SECTION 23.**

17 **DEATH BENEFIT**

18 In the event any employee of the City whose pay is established by this ordinance dies as a
19 result of injuries arising out of and in the course of his/her employment by the City, the City
20 shall pay compensation in accordance with the Missouri Workers' Compensation Law. The
21 Director of Personnel and the City Counselor shall establish procedures for making the payments

1 required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund
2 or appropriation out of which such payment shall be made. Such compensation shall be in
3 addition to any life insurance benefits paid for by the City or by the employee which is available
4 to the employee's beneficiaries and also in addition to any benefit provided by the Employees
5 Retirement System of the City of St. Louis, the Firemen's Retirement System of the City of St.
6 Louis, or the Firefighters Retirement Plan.

7 **SECTION 24.**

8 **WORKERS' COMPENSATION AND DISABILITY LEAVE**

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

20 The employee who suffers a personal injury as described in part (a) of this section, and
21 which results in temporary disability, may elect to use sick or medical leave for the first three (3)

1 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
2 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
3 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
4 days of disability will be restored to the employee's sick or medical leave balance. The City
5 Counselor shall determine the actual amount of compensation and length of time during which
6 payments are made for such temporary disability in accordance with the Missouri Workers'
7 Compensation Law.

8 **(b)** (1) Any employee in the competitive service whose class title and grade are
9 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
10 personal injury by accident or occupational disease while engaged in actual fire suppression, or
11 related emergency response activities on or about the premises where these activities are being
12 performed, or during transportation to and from the scene of the fire, or emergency, shall
13 promptly report such injury to his/her immediate supervisor. The injury shall be promptly
14 reported through appropriate management personnel to the Director of Personnel and the City
15 Counselor. During the period of temporary disability which has been determined by the City
16 Counselor to be a result of an injury by accident or occupational disease as defined above, the
17 employee may be continued on the payroll at the regular bi-weekly rate less any amount the
18 employee would otherwise pay in taxes on that portion of the benefit found to be exempt from
19 taxation under the Missouri Workers' Compensation Law, or the federal tax code. Disability
20 leave may also be granted when an employee suffers injury as a result of participation in
21 Training Simulation of an exceptional and highly dangerous nature wherein the appointing

1 authority or the Director of the Department of Public Safety has gained the approval of the
2 Director of Personnel prior to such Training Simulation.

3 (2) Any employee in the competitive service whose class title and grade are
4 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
5 personal injury by accident or occupational disease arising out of and in the regular course of
6 employment while engaged in or about the premises where his/her duties are being performed,
7 except as otherwise provided in Section 25(b)(1) above shall likewise, promptly report such
8 injury to his/her immediate supervisor, who shall report, through his/her appointing authority, all
9 facts concerning the incident to the City Counselor and the Director of Personnel. During any
10 such period of temporary disability, the employee shall be entitled to workers' compensation
11 benefits as prescribed by State Law.

12 (3) Employees in the competitive service whose pay is established in Section 2(d) of
13 this ordinance who suffer personal injury by accident or occupational disease arising out of and
14 in the regular course of employment shall receive compensation in accordance with Police
15 Division policies. Employees in the competitive service whose pay is established in Section 2(a)
16 or 2(b) of this ordinance and who were employed by the Board of Police Commissioners and
17 who remain employed by the Police Division who suffer personal injury by accident or
18 occupational disease arising out of and in the regular course of employment shall receive
19 compensation in accordance with Police Division policies.

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

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

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

12 SECTION 25.

13 JURY AND WITNESS LEAVE

14 (a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
15 (50%) time or more for such time when such employees are serving as jurors pursuant to order of
16 the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
17 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
18 hours to his/her appointing authority and display to the appointing authority the summons which
19 the employee has received and shall give the appointing authority in writing the date and the time
20 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
21 Commissioner or the United States District Court system for jury service for days the employee

1 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
2 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
3 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
4 shall forthwith report to his/her appointing authority if discharged during their normally
5 scheduled work hours and shall submit to his/her appointing authority a written statement from
6 the Jury Commissioner certifying that the employee has served as a juror and the time and date
7 so served. The appointing authority shall, upon receipt of the statement of jury service, credit the
8 employee with paid jury leave for such service.

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

21 **SECTION 26.**

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.

RETIREMENT

The following provisions shall apply to the Employees Retirement System:

(a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

(1) The annual compensation received by a member for the two (2) consecutive years of creditable service in which the highest compensation was received preceding the termination of his/her employment, and

(2) The balance of a member's sick leave on the date of retirement *less* sick leave hours paid to the member upon termination of his/her employment and *less* sick leave hours considered as creditable service for the purpose of determining eligibility for and/or calculation of retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

(b) If a member has less than two (2) consecutive years of creditable service his/her final average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and then multiplied by (4) below:

(1) The sum of monthly compensation received by the member for each consecutive month of creditable service immediately preceding the termination of his/her employment;

1 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
2 hours paid to the member upon termination of his/her employment and *less* sick leave hours
3 considered as creditable service for the purpose of determining eligibility for retirement benefits,
4 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
5 on the date of retirement.

6 (3) The number of consecutive months of creditable service immediately preceding
7 the termination of his/her employment, and

8 (4) Twelve (12).

9 The years of creditable service of a member shall be the number of years and completed
10 full calendar months of service during which he/she receives compensation from the first day of
11 the calendar month following the date of the beginning of each employment with an employer
12 until his/her employment is terminated, subject to the provisions of this section. The years of
13 creditable service of an employee (as that term is defined in Subsection 11 of Section Four of
14 Ordinance 66511) hired after the operative date (as that term is defined in Subsection 18 of
15 Section Four of Ordinance 66511) who had attained the age of sixty (60) years at initial
16 employment shall be the number of years and completed months of service during which he/she
17 receives compensation from October 1, 1988, and hereafter, from the first day on or after
18 October 1, 1988, of the beginning of each employment with an employer until his/her
19 employment is terminated. No creditable service shall be granted for any period of employment
20 before October 1, 1988, after the calendar month in which the member attains age seventy (70).

1 No creditable service for prior employment shall be granted an employee who becomes a
2 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

3 A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be
4 considered as additional creditable service for calculation of retirement benefits under any
5 provision of this Ordinance 66511, as amended:

- 6 (a) Sick leave hours considered as creditable service for the purpose of determining
7 eligibility for retirement benefits, and
8 (b) Sick leave hours paid to the member upon termination of his/her employment, and
9 (c) Sick leave hours used in determining final average compensation.

10 **SECTION 28.**

11 **SEVERABILITY**

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

19 **SECTION 29.**

20 **REPEAL OF PREVIOUS ORDINANCES**

21 **Ordinance Number 71512** and all other ordinances or amendments, or parts thereof

conflicting with the provisions of this ordinance are hereby repealed.

SECTION 30.

EMERGENCY CLAUSE

This ordinance being deemed necessary for the immediate preservation of the public peace, health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and 20 of the City Charter.

SECTION 31.

POLICE DIVISON

The compensation terms contained herein for officers and employees assigned to the Police Division are subject to change in the event of the enactment of any laws or regulations that result in the City no longer possessing sole and exclusive right to operate and direct all officers and employees assigned to the Police Division.

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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19	Approved:	

ORDINANCE 71512

BOARD BILL NUMBER 48 INTRODUCED BY ALDERMAN BRANDON BOSLEY

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 Number 71099**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

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

SECTION 1.

ALPHABETICAL LIST OF CLASSES

(a) Beginning with the effective date of this ordinance, 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.

		GRADE/			
TITLE	CODE	SCHEDULE	OVTM		
Abatement and Exemption Analyst	1424	15	G	3	
Account Clerk	1142	11	G	3	
Accountant	1442	14	G	2	

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June 10, 2022

1	Accounting Coordinator	1444	15	G	1
2	Accounting Manager	1446	17	M	1
3	Accounting Officer	1447	16	M	1
4	Accounting Supervisor	1443	15	M	1
5	Administrative Assistant I	1621	13	G	3
6	Administrative Assistant II	1622	14	G	3
7	Administrative Assistant III	1623	15	M	1
8	Administrative Assistant to the Mayor	1721	14	G	1
9	Air Pollution Inspector	3922	13	G	3
10	Airfield Maintenance Foreman	3322	14	G	3
11	Airfield Maintenance Supervisor	1638	15	M	2
12	Airfield Maintenance Worker	3324	12	G	3
13	Airfield Maintenance Worker (Lead)	3327	13	G	3
14	Airfield Operations Specialist	1631	14	G	3
15	Airfield Operations Specialist (Lead)	1635	15	G	3
16	Airfield Painter/Maintenance Worker	3247	36	T	3
17	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
18	Airport Assistant Director Air Service and				
19	Business Development	1688	19	M	1
20	Airport Assistant Director Community Programs	1655	19	M	1
21	Airport Assistant Director Finance and Accounting	1651	19	M	1

1	Airport Assistant Director Planning and Engineering	1653	19	M	1
2	Airport Assistant Director Operations and				
3	Maintenance	1634	19	M	1
4	Airport Building Maintenance Supervisor	1684	14	M	2
5	Airport Deputy Director Finance and Administration	1686	21	M	1
6	Airport Deputy Director Operations	1639	21	M	1
7	Airport Deputy Director Planning and Development	1652	21	M	1
8	Airport Emergency Preparedness Coordinator	1630	14	G	3
9	Airport Fleet Maintenance Manager	3273	16	M	1
10	Airport Operations Supervisor	1636	16	M	2
11	Airport Planning Manager	1656	18	M	1
12	Airport Police Captain	2145	15	M	1
13	Airport Police Chief	2147	17	M	1
14	Airport Police Lieutenant	2144	14	G	2
15	Airport Police Officer	2141	12	G	3
16	Airport Police Sergeant	2143	13	G	3
17	Airport Power Plant Manager	1687	16	M	1
18	Airport Properties Division Manager	1654	18	M	1
19	Airport Properties Inspector	4222	13	G	3
20	Airport Properties Specialist	1681	14	G	3
21	Airport Properties Supervisor	1682	15	G	3

1	Airport Risk Manager	1683	15	G	3
2	Airport Traffic Officer	2172	9	G	3
3	Animal Care and Control Officer	2113	11	G	3
4	Animal Regulation Center Supervisor	2116	14	G	3
5	Arborist	3654	15	G	1
6	Architect	4433	15	G	1
7	Architectural Manager	4434	17	M	1
8	Assessor	1439	20	M	1
9	Asset Manager	1486	19	M	1
10	Assistant Fire Chief	2235	81	F	1
11	Assistant Mechanical Maintenance Worker	3412	9	G	3
12	Attorney I	2361	15	G	1
13	Attorney II	2362	17	G	1
14	Attorney III	2363	18	G	1
15	Attorney IV	2367	20	G	1
16	Attorney Manager	2364	20	M	1
17	Audit Coordinator	1474	15	G	1
18	Audit Manager	1475	17	M	1
19	Audit Supervisor	1473	16	M	1
20	Auditor I	1471	13	G	2
21	Auditor II	1472	14	G	2

1	Battalion Fire Chief	2227	77	F	1
2	Benefits Clerk	1541	10	G	3
3	Benefits Specialist	1545	12	G	3
4	Billing Supervisor	1192	14	G	3
5	Blacksmith	3231	36	T	3
6	Budget Analyst	1461	14	G	3
7	Budget Analyst (Senior)	1462	15	G	3
8	Budget Director	1468	21	M	1
9	Budget Manager	1466	16	M	1
10	Building Inspection Manager I	3856	16	M	1
11	Building Inspection Manager II	3857	17	M	1
12	Building Inspection Supervisor	3855	15	G	3
13	Building Inspector I	3851	36	T	3
14	Building Inspector II	3852	37	T	3
15	Building Maintenance and Operations Supervisor	3753	14	G	3
16	Building Maintenance Worker	3411	12	G	3
17	Buyer	1223	14	G	3
18	CAD Technician	4422	12	G	3
19	Capital Improvement Project Liaison	4344	15	G	3
20	Carpenter	3211	36	T	3
21	Carpenter (Lead)	3212	37	T	3

1	Carpenter Foreman	3213	39	T	3
2	Cashier	1182	9	G	3
3	Cashier Supervisor	1184	11	G	3
4	Chemist I	3551	13	G	2
5	Chemist II	3552	14	G	2
6	Chemistry Supervisor	3553	16	G	1
7	Chief of Staff	1737	23	M	1
8	Chief Paramedic	5721	17	M	1
9	Chief Plan Examiner	4233	17	M	1
10	City Counselor	2368	22	M	1
11	City Court Administrator	1676	16	M	1
12	City Court Judge	2369	17	G	1
13	City Planning Executive	4143	19	M	1
14	City Register	1661	14	M	1
15	City Surveyor	4293	15	G	3
16	Civil Engineer I	4241	14	G	2
17	Civil Engineer II	4242	15	G	1
18	Civil Engineer III	4243	16	G	1
19	Civil Engineer III/Computer Network Coordinator	4244	16	G	1
20	Civil Engineer Supervisor	4245	16	M	1
21	Clerical Aide	1111	5	G	3

1	Clerical Supervisor	1115	13	G	3
2	Clerk Typist	1122	9	G	3
3	Clerical Coordinator	1123	10	G	3
4	Client Service Coordinator I	6147	13	G	3
5	Client Service Coordinator II	6148	14	G	3
6	CODIS Administrator	2541	15	G	1
7	Commissioner of Buildings	3858	20	M	1
8	Commissioner of Communications	1811	17	M	1
9	Commissioner of Community Mediation	2389	17	M	1
10	Commissioner of Corrections	2373	20	M	1
11	Commissioner of Emergency Management	2181	17	M	1
12	Commissioner of Equipment Services	3277	19	M	1
13	Commissioner of Excise	2193	17	M	1
14	Commissioner of Facilities Management	3755	19	M	1
15	Commissioner of Forestry	3644	19	M	1
16	Commissioner of Health	5688	21	M	1
17	Commissioner of Parks	3645	19	M	1
18	Commissioner of Recreation	7137	19	M	1
19	Commissioner of Refuse	3135	19	M	1
20	Commissioner of Streets	4248	19	M	1
21	Commissioner of Supply	1229	18	M	1

1	Commissioner of Towing	3349	17	M	1
2	Commissioner of Traffic	4283	19	M	1
3	Commissioner of Water	4329	20	M	1
4	Commissioner of the Civilian Oversight Board	2179	17	M	1
5	Commissioner on the Disabled	6163	17	M	1
6	Communications Center Coordinator	2161	14	G	3
7	Communications Equipment Installer	1869	31	T	3
8	Communications Service Center Manager	1865	18	M	1
9	Communications Service Center Specialist I	1861	13	G	3
10	Communications Service Center Specialist II	1862	15	G	3
11	Communications Service Center Supervisor	1864	16	M	1
12	Community Development Planner I	4121	13	G	3
13	Community Development Planner II	4122	14	G	3
14	Community Development Planner III	4126	15	G	1
15	Community Development Research Analyst	4184	15	G	3
16	Community Development Specialist I	4123	13	G	3
17	Community Development Specialist II	4124	14	G	3
18	Community Development Supervisor	4127	15	M	1
19	Community Health Aide	5624	10	G	3
20	Community Program Aide	6171	10	G	3
21	Comptroller	1489	2	E	1

1	Computer Operations Supervisor	1327	13	M	1
2	Computer Operator I	1323	10	G	3
3	Computer Operator II	1324	11	G	3
4	Computer Programmer I	1331	13	G	3
5	Computer Programmer II	1332	14	G	3
6	Concrete Finisher	3283	36	T	3
7	Construction and Maintenance Manager	3759	17	M	1
8	Construction Equipment Foreman I	3334	39	T	3
9	Construction Equipment Foreman II	3335	40	T	3
10	Construction Equipment Operator I	3332	35	T	3
11	Construction Equipment Operator II	3333	36	T	3
12	Construction Project Leader	4346	15	G	3
13	Contract Compliance Officer	1662	14	G	2
14	Contract Specialist	1663	11	G	3
15	Contract Supervisor	1664	15	G	3
16	Contract Supervisor for the Comptroller	1665	16	M	1
17	Correctional Case Worker	2337	12	G	3
18	Correctional Center Superintendent	2372	19	M	1
19	Correctional Chief of Security	2338	15	M	1
20	Correctional Classification Assistant	2333	11	G	3
21	Correctional Investigator	2339	12	G	3

1	Correctional Officer I	2331	11	G	3
2	Correctional Officer II	2332	12	G	3
3	Correctional Program Manager	2374	16	M	1
4	Correctional Shift Supervisor	2335	14	G	3
5	Correctional Training Coordinator	2381	14	G	2
6	Correctional Training Officer	2384	13	G	3
7	Correctional Unit Manager	2375	15	M	1
8	Court Room Clerk	1118	9	G	3
9	Court Room Clerk Coordinator	1119	10	G	3
10	Criminal Intelligence Analyst	2611	16	G	1
11	Criminal Intelligence Manager	2613	17	M	1
12	Criminalist I	2544	13	G	3
13	Criminalist II	2545	14	G	3
14	Criminalist Supervisor	2546	16	M	1
15	Cultural Resources Director	1674	18	M	1
16	Custodian	3711	6	G	3
17	Custodian (Lead)	3712	7	G	3
18	Customer Service Manager	1189	16	M	1
19	Customer Service Representative I	1116	10	G	3
20	Customer Service Representative II	1117	11	G	3
21	Customer Service Supervisor	1185	13	M	2

1	Data Entry Supervisor	1315	11	G	3
2	Data Processing Manager	1365	18	M	1
3	Deputy Airport Police Chief	2146	16	M	1
4	Deputy Assessor	1435	18	M	1
5	Deputy Budget Director	1467	17	M	1
6	Deputy Chief Paramedic	5724	16	M	1
7	Deputy City Counselor	2366	21	M	1
8	Deputy City Engineer	4316	21	M	1
9	Deputy Commissioner of Buildings	3859	19	M	1
10	Deputy Commissioner of Corrections	2376	19	M	1
11	Deputy Commissioner of Equipment Services	3275	17	M	1
12	Deputy Commissioner of Refuse	3134	17	M	1
13	Deputy Commissioner of Supply	1228	17	M	1
14	Deputy Comptroller	1488	21	M	1
15	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1
16	Deputy Director of Employment and Training	6228	18	M	1
17	Deputy Director of Personnel	1528	20	M	1
18	Deputy Director of Planning and Urban Design	4188	19	M	1
19	Deputy Director of Public Safety	2152	20	M	1
20	Deputy Fire Chief	2231	78	F	1
21	Deputy Marshal	2121	10	G	3

1	Detention Center Superintendent	2371	18	M	1
2	Digital/Printing Press Operator	2412	31	T	3
3	Director of Airports	1658	23	M	1
4	Director of Civil Rights Enforcement Agency	6139	18	M	1
5	Director of Community Development	4144	22	M	1
6	Director of Employment and Training	6229	20	M	1
7	Director of Health and Hospitals	5589	23	M	1
8	Director of Human Services	6169	21	M	1
9	Director of Information Technology	1367	21	M	1
10	Director of Parks, Recreation and Forestry	3649	21	M	1
11	Director of Personnel	1529	22	M	1
12	Director of Planning and Urban Design	4186	20	M	1
13	Director of Public Safety	2151	22	M	1
14	Director of Public Utilities	4349	21	M	1
15	Director of Streets	4249	21	M	1
16	Disabled Services Representative	6173	11	G	3
17	DNA Technical Leader	2548	15	G	1
18	Document Specialist	5643	11	G	3
19	Electrical Engineer	4261	15	G	1
20	Electrical Engineer (Senior)	4262	16	G	1
21	Electrical Inspection Supervisor	3815	15	G	3

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1	Electrical Inspector I	3811	36	T	3
2	Electrical Inspector II	3812	38	T	3
3	Electrical Supervisor	3226	15	M	2
4	Electrician	3223	36	T	3
5	Electrician (Lead)	3224	38	T	3
6	Electrician Foreman	3225	39	T	3
7	Electronic Control Systems Technician	3442	36	T	3
8	Electronic Instrument Technician	3443	36	T	3
9	Electronic Technician Supervisor	3444	39	T	3
10	Emergency Management Specialist	2183	15	G	1
11	Emergency Management System Technician	2182	36	T	3
12	Employment and Training Representative	6211	12	G	3
13	Employment and Training Specialist I	6213	13	G	3
14	Employment and Training Specialist II	6214	14	G	3
15	Employment and Training Specialist III	6215	15	G	3
16	Employment and Training Specialist IV	6218	17	G	1
17	EMS Communications Supervisor	5723	14	M	2
18	EMS Dispatcher	5731	11	G	3
19	EMS Inventory Supervisor	5722	12	G	3
20	EMS Lead Dispatcher	5732	12	G	3
21	EMS Training Specialist	5719	14	G	3

1	EMT (Emergency Medical Technician)	5714	11	G	4
2	Engineering Manager I	4312	17	M	1
3	Engineering Manager II	4313	18	M	1
4	Engineering Technician I	4224	13	G	3
5	Engineering Technician II	4225	14	G	3
6	Engineering Technician Supervisor	4226	15	M	2
7	Environmental Court Coordinator	3881	15	M	1
8	Environmental Engineer	4254	15	G	1
9	Environmental Health Officer	5622	13	G	3
10	Environmental Health Supervisor	5638	14	G	2
11	Environmental Regulatory Compliance and Safety				
12	Manager	1659	19	M	1
13	Epidemiologist	5642	16	G	1
14	Estimator	4223	13	G	3
15	Executive Assistant I	1628	16	G	1
16	Executive Assistant II	1629	17	M	1
17	Executive Assistant to the Mayor	1725	20	M	1
18	Executive Director for Development	1728	23	M	1
19	Executive Director for Operations	1736	23	M	1
20	Executive Director of the Affordable Housing				
21	Commission	1722	19	M	1

1	Executive Director of the Criminal Justice				
2	Coordinating Council	2388	17	M	1
3	Executive Secretary I	1134	12	G	3
4	Executive Secretary II	1135	14	G	2
5	Executive Secretary to the Comptroller	1136	14	G	2
6	Executive Secretary to the Mayor	1727	21	M	1
7	Exercise Physiologist	2572	13	G	3
8	Facilities Maintenance Worker	3419	35	T	3
9	Financial Analyst	1482	15	G	1
10	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
11	Fingerprint Manager	2549	16	M	1
12	Fingerprint Technician Supervisor	2557	14	G	3
13	Fire Alarm Manager	2216	74	F	1
14	Fire Captain	2226	72	F	3
15	Fire Commissioner	2239	83	F	1
16	Fire Equipment Dispatcher	2212	69	F	3
17	Fire Private	2222	69	F	3
18	Firearms Examiner	2551	13	G	3
19	Firearms Examiner Supervisor	2553	16	M	2
20	Fiscal Manager	1448	18	M	1
21	Fiscal Officer I	1492	16	G	1

1	Fiscal Officer II	1493	17	G	1
2	Fiscal Operations Support Manager	1491	19	M	1
3	Fitness Programs Supervisor	2573	14	G	3
4	Fleet Body Repair Specialist	3288	35	T	3
5	Fleet Maintenance Foreman I	3266	39	T	3
6	Fleet Maintenance Foreman II	3267	40	T	3
7	Fleet Maintenance Manager	3274	16	M	1
8	Fleet Maintenance Parts Specialist	3287	31	T	3
9	Fleet Maintenance Parts Supervisor	3284	33	T	3
10	Fleet Maintenance Technician I	3261	31	T	3
11	Fleet Maintenance Technician II	3262	35	T	3
12	Fleet Maintenance Technician III	3263	37	T	3
13	Fleet Maintenance Technician IV	3265	38	T	3
14	Food Establishment Inspector	5631	13	G	3
15	Forensic Science Technician	2555	11	G	3
16	Forestry Foreman	3641	11	G	3
17	Forestry Supervisor	3622	13	G	3
18	Gardener	3632	10	G	3
19	Gardener Supervisor	3633	11	G	3
20	GIS Specialist I/Graphic Designer	4111	13	G	3
21	GIS Specialist II/Graphic Designer	4112	14	G	3

1	GIS/Graphic Design Manager	4113	15	M	1
2	GIS Systems Manager	1361	17	M	1
3	Government Services Administrator	1627	17	M	1
4	Government Services Analyst	1625	16	G	1
5	Grants Administrator	1453	15	M	1
6	Grants Manager	1455	17	M	1
7	Graphic Arts Technician	4187	37	T	3
8	Graphic Designer	4182	12	G	3
9	Health Care Compliance Specialist	5515	14	G	3
10	Health Education Planner	5696	12	G	3
11	Health Marketing Administrator	5685	16	G	1
12	Health Planning Executive	5571	17	M	1
13	Health Services Manager I	5681	17	M	1
14	Health Services Manager II	5682	18	M	1
15	Heavy Equipment Operator I	3325	10	G	3
16	Heavy Equipment Operator II	3326	11	G	3
17	Historic Preservation Planner I	4192	13	G	3
18	Historic Preservation Planner II	4193	14	G	3
19	Housekeeping Manager	3719	14	M	2
20	Housekeeping Supervisor I	3715	11	G	3
21	Housekeeping Supervisor II	3716	13	G	3

1	Housing Development Analyst	4125	14	G	3
2	Housing Development Analyst (Senior)	4128	15	G	3
3	Human Relations Specialist	6131	13	G	3
4	Human Resources Manager	1523	18	M	1
5	Human Resources Specialist	1514	14	G	3
6	Human Resources Coordinator	1515	15	G	3
7	Human Resources Supervisor	1516	16	G	1
8	HVAC Foreman	3418	39	T	3
9	HVAC Mechanic	3417	36	T	3
10	Information Security Administrator	1369	17	G	1
11	Information Systems Administrator	1362	20	M	1
12	Information Systems Coordinator	1322	13	G	3
13	Information Systems Support Manager	1363	19	M	1
14	Internet Services Manager	1368	18	M	1
15	Inventory Control Technician	1212	9	G	3
16	Inventory Coordinator	1215	10	G	3
17	Inventory Supervisor	1213	11	G	3
18	Investigative Assistant	2579	13	G	3
19	Labor Foreman I	3121	12	G	3
20	Labor Foreman II	3125	13	G	3
21	Labor Supervisor	3128	14	M	2

1	Laboratory Director	3555	17	M	1
2	Laboratory Manager	2542	17	M	1
3	Laboratory Supervisor	5463	16	M	1
4	Laboratory Technician	3554	11	G	3
5	Landscape Supervisor	3634	14	G	3
6	Latent Fingerprint Examiner	2554	14	G	3
7	Lead Abatement Inspector	5626	13	G	3
8	Lead Abatement Worker	5625	11	G	3
9	Lead Abatement Worker (Lead)	5627	12	G	3
10	Legal Investigator I	2351	13	G	3
11	Legal Investigator II	2352	14	G	3
12	Legal Secretary	1151	12	G	3
13	Librarian	2575	14	G	3
14	Licensed Practical Nurse	5181	11	G	3
15	Lifeguard	7111	5	G	3
16	Lifeguard Supervisor	7112	7	G	3
17	Liquor Control Officer	2191	11	G	3
18	Liquor Control Supervisor	2192	14	G	3
19	Locksmith	3416	35	T	3
20	Machine Shop Foreman	3238	38	T	3
21	Machinist	3233	36	T	3

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1	Mail Room Supervisor	1186	14	G	3
2	Mayor	1739	3	E	1
3	Mechanical Engineer	4271	15	G	1
4	Mechanical Engineer (Senior)	4272	16	G	1
5	Mechanical Equipment Inspection Supervisor	3845	15	M	1
6	Mechanical Inspector I	3841	36	T	3
7	Mechanical Inspector II	3843	38	T	3
8	Mechanical Maintenance Foreman	3415	38	T	3
9	Mechanical Maintenance Worker	3413	35	T	3
10	Medical Service Coordinator	6149	14	G	3
11	Medical Technologist	5461	13	G	3
12	Medical Technologist (Lead)	5462	14	G	3
13	Messenger/Mail Clerk	1181	5	G	3
14	Microcomputer Support Specialist	1328	11	G	3
15	Municipal Parking Garage Manager	3133	14	M	1
16	Neighborhood Development Executive	3872	17	M	1
17	Neighborhood Improvement Specialist	3871	14	G	3
18	Neighborhood Improvement Supervisor	3873	15	G	3
19	Network Systems Manager	1364	19	M	1
20	Nurse Practitioner	5131	16	G	1
21	Nutrition Program Coordinator	5664	14	G	2

1	Painter	3242	36	T	3
2	Painter (Lead)	3243	37	T	3
3	Painter Foreman	3245	39	T	3
4	Paralegal	2365	12	G	3
5	Paramedic	5717	13	G	4
6	Paramedic Crew Chief	5718	14	G	4
7	Paramedic Supervisor	5716	15	G	4
8	Park Facilities Maintenance Superintendent	3617	16	M	1
9	Park Maintenance Manager	3618	16	M	1
10	Park Ranger	2132	10	G	3
11	Park Ranger Supervisor	2133	11	G	3
12	Park Supervisor I	3612	12	G	3
13	Park Supervisor II	3613	13	G	3
14	Parking Garage Attendant	3114	6	G	3
15	Parking Garage Attendant (Lead)	3115	8	G	3
16	Parkkeeper	3611	11	G	3
17	Parole and Probation Officer	2321	13	G	3
18	Parole and Probation Supervisor	2324	15	M	1
19	Payroll Manager	1449	17	M	1
20	Payroll Specialist I	1171	10	G	3
21	Payroll Specialist II	1172	11	G	3

1	Payroll Specialist III	1174	12	G	3
2	Payroll Supervisor	1173	14	G	3
3	Permit Supervisor	1673	14	M	1
4	Personal Property Appraisal Manager	1415	15	M	1
5	Personal Property Appraisal Supervisor	1413	14	M	2
6	Personal Property Appraiser I	1411	11	G	3
7	Personal Property Appraiser II	1412	12	G	3
8	Pest Control Worker	5699	9	G	3
9	Photographer I	2558	10	G	3
10	Photographer II	2559	11	G	3
11	Physician	5553	18	G	1
12	Pipefitter	3254	36	T	3
13	Plan Examiner	4232	14	G	2
14	Plumber	3251	36	T	3
15	Plumber Foreman	3253	39	T	3
16	Plumbing Inspection Supervisor	3824	15	M	1
17	Plumbing Inspector I	3821	36	T	3
18	Plumbing Inspector II	3822	38	T	3
19	Police Assistant Chief	2536	81	D	1
20	Police Captain	2526	74	D	1
21	Police Commissioner	2538	83	D	1

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1	Police Dispatch Manager	2568	15	M	1
2	Police Dispatch Supervisor	2566	13	G	3
3	Police Dispatcher I	2563	10	G	3
4	Police Dispatcher II	2564	11	G	3
5	Police Lieutenant	2524	72	D	1
6	Police Lieutenant Colonel	2534	78	D	1
7	Police Major	2532	77	D	1
8	Police Officer	2514	69	D	3
9	Police Planner I	2591	13	G	3
10	Police Planner II	2592	15	G	3
11	Police Planning Manager	2593	17	M	1
12	Police Probationary Officer	2513	69	D	3
13	Police Sergeant	2522	71	D	3
14	Polygraph Examiner	2576	14	G	3
15	President, Board of Aldermen	1748	1	E	1
16	President, Board of Public Service	4348	23	M	1
17	Printing and Duplicating Graphics Manager	2413	15	M	1
18	Printing Supervisor	2414	13	G	3
19	Prisoner Processing Clerk	2582	9	G	3
20	Prisoner Processing Supervisor	2584	13	G	3
21	Probationary Fire Equipment Dispatcher	2211	69	F	3

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1	Probationary Fire Private	2221	69	F	3
2	Process Control Specialist	4265	15	G	2
3	Procurement Specialist	1225	13	G	3
4	Procurement/Purchasing Manager I	1226	16	M	1
5	Procurement/Purchasing Manager II	1227	17	M	1
6	Program Coordinator	1698	14	G	3
7	Program Manager I	1693	15	M	1
8	Program Manager II	1694	16	M	1
9	Program Specialist I	1696	11	G	3
10	Program Specialist II	1691	12	G	3
11	Program Supervisor	1692	13	G	3
12	Program Worker	7312	5	G	3
13	Programmer/Analyst I	1341	15	G	2
14	Programmer/Analyst II	1342	16	G	2
15	Programmer/Analyst III	1343	17	G	2
16	Public Health Education Coordinator	5648	15	G	2
17	Public Health Educator	5695	15	G	3
18	Public Health Intake Supervisor	5646	15	G	2
19	Public Health Intake Worker	5647	12	G	3
20	Public Health Nurse I	5651	14	G	3
21	Public Health Nurse II	5653	15	G	3

1	Public Health Nurse III	5654	16	G	2
2	Public Health Nursing Supervisor	5655	17	M	1
3	Public Health Program Representative	5693	13	G	3
4	Public Health Program Specialist	5691	14	G	3
5	Public Health Program Supervisor	5694	15	G	2
6	Public Information Manager	1617	18	M	1
7	Public Information Officer I	1614	13	G	2
8	Public Information Officer II	1615	15	G	1
9	Public Information Officer Supervisor	1616	15	M	1
10	Public Information Officer to the Comptroller	1618	15	G	1
11	Public Information Officer to the Mayor	1613	16	G	1
12	Public Nuisance Inspector	3861	10	G	3
13	Public Safety Dispatcher I	2175	10	G	3
14	Public Safety Dispatcher II	2176	11	G	3
15	Public Safety Dispatcher III	2177	12	G	3
16	Public Safety Specialist	2136	15	G	1
17	Real Estate Records Clerk	1668	10	G	3
18	Real Estate Records Manager	1426	14	M	1
19	Real Estate Specialist	1667	13	G	3
20	Real Property Appraisal Manager	1429	17	M	1
21	Real Property Appraisal Supervisor I	1428	15	M	1

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1	Real Property Appraisal Supervisor II	1427	16	M	1
2	Real Property Appraiser I	1421	13	G	3
3	Real Property Appraiser II	1422	14	G	3
4	Receptionist	1161	8	G	3
5	Receptionist to the Mayor	1162	9	G	3
6	Records Retention Supervisor	1187	14	G	3
7	Recreation Area Manager	7118	16	M	1
8	Recreation Assistant	7116	7	G	3
9	Recreation Leader	7117	10	G	3
10	Recreation Supervisor I	7114	12	G	3
11	Recreation Supervisor II	7115	14	M	2
12	Refuse Route and Safety Coordinator	3931	11	G	3
13	Refuse Superintendent	3131	16	M	1
14	Registered Nurse I	5121	14	G	3
15	Registered Nurse II	5122	15	G	3
16	Research Analyst to the Mayor	1729	16	G	1
17	Safety Officer I	1531	13	G	3
18	Safety Officer II	1532	14	G	3
19	Safety Officer III	1533	15	G	3
20	School Crossing Guard	2174	5	G	3
21	Secretary and Stenographer to the Mayor	1138	11	G	3

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1	Secretary I	1131	9	G	3
2	Secretary II	1132	10	G	3
3	Secretary to the Board of Estimate and Apportionment	1137	12	G	3
4	Secretary to the Board of Public Service	1671	14	M	1
5	Security Officer	2131	10	G	3
6	Senior Fire Equipment Dispatcher	2215	72	F	3
7	Senior Plan Examiner	4234	15	G	1
8	Senior Plan Examiner/Code Development Specialist	4235	16	G	1
9	Solid Waste Route Foreman	3127	13	G	3
10	Soulard Market Manager	3757	15	M	1
11	Special Assistant for Development	1724	17	M	1
12	Special Assistant to the Comptroller	1672	16	G	1
13	Special Assistant to the Mayor	1723	17	G	1
14	Special Assistant to the Water Commissioner	3538	17	M	1
15	Special Events Program Executive	1697	18	M	1
16	Specialist on Aging I	6121	13	G	3
17	Specialist on Aging II	6122	14	G	3
18	Stable Attendant	2577	9	G	3
19	Stationary Engineer	3423	36	T	3
20	Street and Traffic Inspection Supervisor	3956	14	M	1
21	Street and Traffic Inspector	3954	11	G	3

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1	Street and Traffic Liaison	1643	14	M	1
2	Street Lighting Superintendent	3229	16	M	1
3	Street Maintenance Superintendent	3132	16	M	1
4	Sunshine Law Administrator	1626	17	M	1
5	Superintendent of Soldiers' Memorial	3756	14	M	1
6	Supervising Deputy Marshal	2124	11	G	3
7	Supervising Stationary Engineer	3428	15	M	2
8	Supervisor-STD Intervention and Outreach Program	5649	15	M	2
9	Survey Projects Coordinator	4246	15	G	1
10	Systems Analyst	1351	15	G	2
11	Systems Analyst Senior	1353	17	G	1
12	Systems Development Manager	1366	19	M	1
13	Systems Development Specialist	1355	17	G	2
14	Systems Project Leader	1352	18	M	1
15	Technical Support Specialist I	1371	15	G	3
16	Technical Support Specialist II	1372	16	G	3
17	Telecommunications Inspector	1824	13	G	3
18	Telecommunications Maintenance Supervisor	1854	13	G	3
19	Telecommunications Specialist	1853	14	G	3
20	Telecommunications Supervisor	2173	12	G	3
21	Telecommunications Technician	1855	12	G	3

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1	Telecommunicator	2171	10	G	3
2	Tow Truck Operator	3311	10	G	3
3	Towing Services Foreman	3313	11	G	3
4	Towing Services Supervisor	3314	14	M	2
5	Trades Helper	3281	31	T	3
6	Traffic Control Supervisor	3439	14	M	3
7	Traffic Engineer	4281	15	G	1
8	Traffic Engineer (Senior)	4282	16	G	1
9	Traffic Engineering Manager	4284	17	M	1
10	Transportation Center Operations Specialist	3752	11	G	3
11	Transportation Center Operations Supervisor	3751	16	M	1
12	Tree Trimmer	3621	10	G	3
13	Urban Designer	4185	14	G	3
14	Urban Forester	3652	14	G	2
15	Urban Forestry Assistant	3651	11	G	3
16	Urban Forestry Superintendent	3656	16	M	1
17	Utility Locator	3119	12	G	3
18	Utility Worker	3117	9	G	3
19	Utility Worker (Lead)	3118	10	G	3
20	Veterinarian	2119	16	G	1
21	Veterinarian Technician	2118	11	G	3

1	Video Engineer	1823	40	T	3
2	Video Production Manager	1812	16	M	1
3	Video Production Specialist	1822	36	T	3
4	Video Production Supervisor	1821	40	T	3
5	Water Distribution Executive	4314	19	M	1
6	Water Distribution Superintendent	3535	16	M	1
7	Water Distribution Supervisor	3534	14	M	3
8	Water Maintenance Foreman	3517	13	G	3
9	Water Maintenance Technician	3518	12	G	3
10	Water Meter Worker	3521	10	G	3
11	Water Meter Worker Supervisor	3522	13	G	3
12	Water Plant Maintenance Foreman	3543	39	T	3
13	Water Plant Maintenance Manager	3531	17	M	1
14	Water Plant Maintenance Mechanic	3541	36	T	3
15	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
16	Water Production Engineer	3536	17	M	1
17	Water Production Executive	4315	19	M	1
18	Water Services Manager	3537	14	M	1
19	Water Treatment Plant Operator	3515	36	T	3
20	Water Treatment Plant Supervisor I	3514	38	T	3
21	Water Treatment Plant Supervisor II	3519	39	T	3

1	Web Development Specialist I	1345	14	G	2
2	Web Development Specialist II	1346	15	G	2
3	Welder	3235	36	T	3
4	Workers Compensation Specialist	1543	13	G	3
5	Zoning Administrator	4165	16	M	1
6	Zoning Inspector	4163	10	G	3
7	Zoning Specialist	4162	12	G	3

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 and Management Schedule, (b) - Trades Schedule, (c) - Fire Division Schedule, (d) - Police Division Schedule and (e) - Elected Official Schedule.

The official pay schedules hereby adopted have been determined to constitute fair and equitable rates of pay. Due consideration has been given to both the employees and the taxpayers in adopting the official pay schedules. In setting these official pay schedules, the principle of like pay for like work, and suitable differences in pay for differences in work, has been duly observed.

(a) GENERAL AND MANAGEMENT PAY SCHEDULE:

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G" or "M" shall become effective with the start of the first bi-weekly pay period following the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1								1308	1442
2								1328	1464
3							1240	1347	1485
4							1259	1368	1508
5							1278	1388	1531
6							1297	1409	1553
7							1316	1431	1577
8							1336	1452	1601
9						1246	1357	1474	1624
10						1265	1377	1496	1649
11						1283	1398	1518	1674
12						1303	1418	1541	1698
13						1323	1440	1564	1724
14					1236	1342	1462	1587	1750
15					1255	1363	1483	1611	1776
16					1273	1383	1506	1636	1803
17					1293	1404	1527	1660	1830
18					1312	1424	1551	1685	1857
19					1332	1446	1574	1710	1885

1	20					1246	1351	1468	1598	1736	1914
2	21					1265	1372	1490	1621	1762	1943
3	22					1284	1393	1512	1646	1788	1971
4	23					1303	1413	1535	1671	1815	2001
5	24					1323	1435	1558	1695	1843	2031
6	25				1237	1343	1456	1581	1721	1869	2061
7	26				1256	1363	1478	1605	1747	1898	2092
8	27				1274	1383	1501	1629	1774	1926	2124
9	28				1294	1404	1522	1653	1799	1955	2156
10	29				1312	1426	1546	1678	1827	1985	2188
11	30		1236	1244	1352	1468	1592	1729	1882	2045	2254

	Grade	14	15	16	17	18	19	20	21	22	23
	Step										
	1	1653	1894	2173	2494	2860	3285	3772	4070	4391	4739
	2	1678	1923	2206	2531	2904	3334	3829	4130	4457	4810
	3	1704	1952	2239	2569	2947	3384	3886	4192	4524	4882
	4	1728	1981	2272	2608	2991	3435	3944	4255	4592	4955
	5	1754	2011	2306	2647	3035	3487	4004	4319	4661	5029
	6	1781	2040	2341	2686	3082	3538	4063	4384	4730	5106
	7	1808	2071	2376	2726	3127	3592	4124	4450	4801	5182
	8	1834	2102	2412	2768	3174	3645	4186	4517	4873	5259
	9	1862	2134	2448	2809	3222	3700	4249	4585	4946	5338
	10	1890	2166	2485	2851	3270	3755	4313	4654	5020	5419
	11	1919	2198	2522	2894	3320	3812	4378	4723	5095	5500
	12	1948	2231	2560	2938	3369	3869	4443	4794	5173	5583

13	1977	2265	2599	2982	3420	3927	4509	4866	5250	5666
14	2006	2299	2638	3026	3471	3986	4577	4939	5328	5752
15	2036	2333	2677	3071	3524	4046	4646	5013	5409	5837
16	2067	2368	2717	3118	3576	4107	4715	5088	5490	5925
17	2098	2404	2758	3164	3630	4168	4786	5164	5572	6014
18	2129	2440	2800	3212	3684	4230	4859	5242	5656	6104
19	2161	2476	2841	3260	3739	4294	4931	5320	5740	6195
20	2194	2513	2884	3309	3796	4359	5005	5400	5827	6288
21	2227	2551	2927	3359	3852	4424	5080	5481	5914	6383
22	2260	2589	2971	3409	3910	4491	5156	5563	6003	6479
23	2294	2629	3016	3460	3969	4558	5233	5646	6092	6576
24	2328	2668	3061	3512	4028	4626	5312	5731	6184	6674
25	2363	2708	3106	3565	4089	4696	5392	5817	6277	6774
26	2399	2748	3153	3618	4150	4766	5472	5905	6371	6876
27	2435	2789	3200	3672	4213	4837	5555	5994	6466	6979
28	2471	2831	3249	3728	4276	4910	5638	6083	6563	7084
29	2508	2874	3297	3783	4339	4983	5723	6175	6662	7190
30	2584	2967	3403	3909	4488	5155	5921	6392	6900	7450

(b) TRADES PAY SCHEDULE:

(1) The following bi-weekly pay schedule for all pay grades denoted with the suffix "T" shall become effective with the start of the first bi-weekly pay period following the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	31	32	33	34	35	36	37	38	39	40

Step

1			1260	1319	1380	1445	1514	1582	1657	1736
2			1278	1339	1401	1467	1537	1606	1682	1761
3		1242	1298	1360	1422	1488	1559	1629	1708	1788
4		1261	1317	1380	1443	1511	1583	1654	1732	1815
5		1280	1337	1401	1465	1534	1607	1679	1759	1842
6	1241	1299	1358	1421	1487	1556	1632	1705	1785	1869
7	1261	1318	1377	1443	1509	1580	1655	1730	1812	1897
8	1279	1339	1398	1465	1532	1604	1680	1756	1840	1926
9	1299	1359	1419	1486	1555	1627	1706	1782	1867	1955
10	1317	1379	1440	1509	1578	1652	1731	1809	1895	1985
11	1338	1400	1462	1532	1602	1677	1757	1836	1923	2015
12	1358	1420	1484	1554	1625	1703	1784	1863	1952	2045
13	1378	1442	1506	1578	1650	1727	1811	1891	1982	2075
14	1399	1464	1529	1602	1675	1754	1838	1920	2012	2106
15	1419	1485	1551	1625	1701	1780	1865	1949	2041	2138
16	1441	1508	1575	1650	1725	1807	1893	1978	2072	2170
17	1463	1531	1599	1675	1751	1833	1921	2007	2103	2202
18	1484	1553	1622	1700	1778	1861	1950	2037	2134	2235
19	1507	1577	1647	1725	1805	1889	1980	2068	2167	2269
20	1530	1601	1672	1751	1831	1918	2010	2099	2199	2303
21	1552	1624	1696	1777	1859	1947	2039	2131	2232	2337

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22	1576	1649	1722	1804	1887	1976	2070	2163	2266	2372
23	1600	1674	1748	1830	1915	2005	2101	2195	2300	2408
24	1623	1698	1774	1858	1944	2035	2132	2228	2334	2444
25	1648	1724	1800	1886	1973	2066	2164	2262	2369	2481
26	1673	1750	1828	1915	2002	2097	2197	2296	2405	2518
27	1697	1777	1855	1944	2032	2128	2230	2330	2441	2556
28	1723	1803	1883	1972	2063	2160	2263	2365	2477	2595
29	1749	1830	1912	2002	2094	2193	2297	2400	2514	2634
30	1919	2006	2101	2201	2297	2411	2524	2636	2767	2891

(c) FIRE DIVISION PAY SCHEDULE:

The bi-weekly pay schedule for all pay grades denoted by the suffix “F” will be adopted in accordance with Section 31 of Article XVIII of the City Charter. The Director of Personnel shall establish such regulations and procedures as are necessary to place the Fire Division Pay Schedule in effect. The following bi-weekly pay schedule for all pay grades denoted with the suffix "F" shall become effective with the start of the first bi-weekly pay period following the effective date of this ordinance.

FIRE BI-WEEKLY RANGE OF PAY								
	Class Codes							
	2211	2212	2215	2216	2227	2231	2235	2239
	2221	2222	2226					
Current Years of Service	69F	69F	72F	74F	77F	78F	81F	83F
0	1894.22							
1		1946.72						
2		1995.32						

3	2085.52						
4	2130.14						
5	2188.11						
6	2246.10						
7	2357.31	2912.69					
8	2437.10	3014.51					
9	2519.76	3119.71	3357.19				
10	2527.14	3127.01	3364.54				
11	2550.23	3134.27	3371.88	3644.78			
12	2557.91	3141.65	3379.18	3652.12	3736.97	3907.86	4549.09
13	2565.17	3148.95	3386.53	3659.33	3848.18	4019.07	4563.64
14	2572.44	3156.25	3393.79	3666.69	3855.44	4026.37	4578.24
15	2579.82	3163.55	3401.08	3673.98	3862.83	4033.81	4592.84
16	2587.08	3170.80	3408.39	3681.33	3870.07	4040.98	4607.49
17	2594.47	3178.19	3415.73	3688.14	3877.48	4048.40	4622.08
18	2601.73	3185.50	3426.13	3695.89	3884.70	4055.68	4636.64
19	2608.98	3192.88	3430.32	3703.22	3891.99	4062.93	4651.33
20	2616.32	3200.11	3437.64	3710.58	3899.33	4070.36	4665.97
21	2623.63	3207.43	3444.92	3717.88	3906.63	4077.56	4680.53
22	2630.92	3214.78	3452.28	3725.13	3914.01	4084.92	4695.12
23	2638.26	3222.09	3459.63	3732.43	3921.23	4092.22	4709.78
24	2645.53	3229.42	3466.93	3739.73	3928.66	4099.51	4724.28
25	2652.87	3236.69	3474.27	3747.12	3935.87	4106.90	4738.98
26	2660.18	3243.99	3481.58	3754.42	3943.18	4114.12	4753.63
27	2667.56	3251.33	3488.83	3761.67	3950.58	4121.46	4768.31
28	2674.82	3258.63	3496.17	3768.93	3957.79	4128.67	4782.92
29	2682.07	3265.84	3503.47	3776.32	3965.18	4136.06	4797.43
30	2689.37	3273.23	3510.68	3783.62	3972.39	4143.45	4812.12

1 **(d) POLICE DIVISION PAY SCHEDULE:**

2 The following bi-weekly pay schedule for all pay grades denoted with the suffix "D" shall
3 become effective with the start of the first bi-weekly pay period following the effective date of this
4 ordinance.

POLICE BI-WEEKLY RANGE OF PAY

Class Codes								
2513	2514	2522	2524	2526	2532	2534	2536	2538

Current Years of Service	69D	69D	71D	72D	74D	77D	78D	81D	83D
0	1894.22								
1		1946.72							
2		1995.32							
3		2085.52							
4		2130.14							
5		2188.11	2555.04						
6		2246.10	2561.39						
7		2357.31	2690.78	2912.69					
8		2437.10	2783.86	3014.51					
9		2519.76	2880.00	3119.71	3357.19				
10		2527.14	2887.30	3127.01	3364.54				
11		2550.23	2894.66	3134.27	3371.88	3644.78			
12		2557.91	2901.91	3141.65	3379.18	3652.12	3736.97	3907.86	4549.09
13		2565.17	2909.26	3148.95	3386.53	3659.33	3848.18	4019.07	4563.64
14		2572.44	2916.60	3156.25	3393.79	3666.69	3855.44	4026.37	4578.24
15		2579.82	2923.86	3163.55	3401.08	3673.98	3862.83	4033.81	4592.84
16		2587.08	2931.16	3170.80	3408.39	3681.33	3870.07	4040.98	4607.49
17		2594.47	2938.50	3178.19	3415.73	3688.14	3877.48	4048.40	4622.08
18		2601.73	2945.80	3185.50	3426.13	3695.89	3884.70	4055.68	4636.64
19		2608.98	2953.10	3192.88	3430.32	3703.22	3891.99	4062.93	4651.33
20		2616.32	2960.41	3200.11	3437.64	3710.58	3899.33	4070.36	4665.97
21		2623.63	2967.66	3207.43	3444.92	3717.88	3906.63	4077.56	4680.53
22		2630.92	2975.04	3214.78	3452.28	3725.13	3914.01	4084.92	4695.12
23		2638.26	2982.34	3222.09	3459.63	3732.43	3921.23	4092.22	4709.78
24		2645.53	2989.61	3229.42	3466.93	3739.73	3928.66	4099.51	4724.28
25		2652.87	2996.95	3236.69	3474.27	3747.12	3935.87	4106.90	4738.98
26		2660.18	3004.21	3243.99	3481.58	3754.42	3943.18	4114.12	4753.63
27		2667.56	3011.60	3251.33	3488.83	3761.67	3950.58	4121.46	4768.31
28		2674.82	3018.90	3258.63	3496.17	3768.93	3957.79	4128.67	4782.92
29		2682.07	3026.15	3265.84	3503.47	3776.32	3965.18	4136.06	4797.43
30		2689.37	3033.49	3273.23	3510.68	3783.62	3972.39	4143.45	4812.12

1 (e) **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	\$3491
2E	\$4315
3E	\$5070

(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 after the effective date of this ordinance:

GRADE	BI-WEEKLY RATE
1E	\$3596
2E	\$4444
3E	\$5222

(f) SHIFT DIFFERENTIAL: Shift differential shall be paid for certain work assignments. The Director of Personnel shall determine the work assignments for which shift differential 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 a promotion, demotion, advancement or reduction in pay. The shift differential shall be added to the employee's regular bi-weekly rate.

(1) In order for an employee in Section 2(a) or 2(b) to be eligible for shift differential compensation, the employee must work a shift that requires the completion of four (4) hours of

1 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees whose pay
2 grade is denoted with the suffix "M" are only eligible to receive shift differential if they are
3 regularly scheduled to work at least four (4) hours between 4:00 p.m. and 8:00 a.m. the following
4 morning. Employees shall be entitled to receive shift differential compensation for no more than
5 one shift worked between the hours of 4:00 p.m. and 8:00 a.m. Employees who are assigned to
6 work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly
7 or more frequent basis shall be eligible for shift differential compensation for all three shifts
8 worked.

9 For employees whose pay range is established in Section 2(a) or 2(b) the shift differential
10 premium shall be one percent (1 percent) of the employee's regular base bi-weekly rate for each
11 eligible shift worked in a bi-weekly pay period.

12 An employee whose pay range is established in Section 2(a) or 2(b) shall receive shift
13 differential for working a portion of an eligible shift, provided the portion of the shift not worked
14 is charged to paid leave. Shift differential shall only be paid for whole hours worked; a fraction
15 of an hour shall not be counted toward the payment of the differential.

16 (2) For those employees whose pay range is established in Section 2(c), the shift
17 differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00
18 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly assigned 24-
19 hour shift to be eligible for any shift differential for the shift. Such employees shall not receive
20 shift differential for overtime worked, which is not part of their regular schedule. This provision

1 will not go into effect until shift differential is agreed upon by the Director of Personnel and the
2 Union (Local 73) in writing.

3 Except shift differential premium shall be \$2.00 per hour for each hour worked between
4 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire Equipment
5 Dispatcher classifications whose pay range is established in Section 2(c).

6 (3) For Police Officer Trainees and employees whose pay grade is denoted with the
7 suffix D, the night shift differential shall be ten percent (10 percent) of the hourly rate for all full
8 hours worked between the hours of 11 p.m. and 7 a.m. and all eight (8) hour shifts beginning
9 between 10:30 p.m. and 11:30 p.m.

10 (4) Except as otherwise provided in this ordinance, shift differential shall not be paid
11 to employees compensated on an hourly or per performance basis, or bi-weekly paid employees
12 who work part-time. Neither shall shift differential be paid to full-time regular employees docked
13 for any portion of an eligible shift.

14 **(g) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
15 Section 2(a) or 2(b) work on a Saturday and/or a Sunday they shall be eligible for weekend
16 differential. Employees whose pay grade is denoted with the suffix "M" are only eligible to receive
17 weekend differential when it is part of their regularly scheduled work hours. This differential shall
18 be one percent (1 percent) of an employee's base bi-weekly rate. An employee shall receive
19 weekend differential for working any portion of an eligible day. This differential shall only be
20 paid for full hours worked. Weekend differential shall not be paid to employees compensated on
21 an hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will

1 the weekend differential be paid to full-time regular employees docked for any portion of a day on
2 which the differential would otherwise be paid.

3 **(h) COMMUTING ALLOWANCE:** Employees residing within the corporate limits of the
4 City of St. Louis who are regularly assigned to a position located in a City institution, agency, or
5 facility located outside the corporate limits of the City of St. Louis, and who are regularly assigned
6 to a five-day, forty-hour weekly work schedule, shall be entitled to a commuting allowance in the
7 amount of one hundred forty-one dollars (\$141.00) bi-weekly on the effective date of this
8 ordinance. Eligible full-time employees who are assigned to an alternate form of work schedule
9 which reduces the frequency of commuting to work shall be entitled to a commuting allowance
10 which is reduced in proportion to the reduced frequency of commuting. City employees who are
11 temporarily assigned duty to a facility located outside the corporate limits of the City of St. Louis
12 shall be entitled to a per diem rate for the duration of the assignment. No employee living outside
13 of the corporate limits of the City of St. Louis shall receive a commuting allowance.

14 A period of absence of ten (10) working days or more shall result in suspension of
15 eligibility for the commuting allowance. Suspension of the commuting allowance shall begin
16 during the pay period in which the tenth (10th) day of absence occurs and shall continue for any
17 subsequent full or partial pay periods during the period of absence. Upon return to duty from such
18 absence, an employee shall immediately be eligible to resume receiving commuting allowance,
19 reduced in proportion to the time the employee did not work due to absence.

Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

(i) BOARD AND COMMISSION STIPENDS:

Title	Code	Stipend
Member, Building Energy Improvement Board	1979-00-B	\$50 per meeting
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up to 2 meetings a week
Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Examiners of Sign Erectors	1987-00-B	\$45 per meeting, up to 3 meetings a month

1	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
2	Member, Civil Service Commission	1989-00-B	\$55 per meeting
3			up to 30 meetings a
4			year
5	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
6			to 50 meetings a year
7	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
8			to 1 meeting a week
9	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
10	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
11			to 15 meetings a year
12	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
13			to 15 meetings a year
14	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
15	Certification Board		to 15 meetings a year
16	Member, Board of Merchants' and	1996-00-B	\$83 per day in
17	Manufacturers' Tax Equalization		session, up to 60
18			meetings during
19			regular 12 week
20			session, but not to
21			exceed 105 meetings

1			a year
2	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
3	Sprinkler System Contractors		to 15 meetings a year
4	Member, Board of Examiners for	1998-00-B	\$45 per meeting
5	Mechanical Contractors		
6	Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting

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

9 **(j)** The Director of Personnel may establish per performance rates of pay, hourly rates of pay,
10 or rates of pay for units of work and the conditions for making of any such payments. Such per
11 performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales established
12 in this ordinance. Per performance, hourly, or unit-of-work rates shall be established considering
13 the nature of employment, community practices in compensating similar employment, and the
14 purpose of the program for which the rate is established. Employees paid per performance, hourly,
15 or unit-of-work rates of pay shall not be entitled to vacation, medical leave or holiday leave with
16 pay or other benefits accorded employees paid a bi-weekly rate except that an appointing authority,
17 with the prior approval of the Director of Personnel, and when sufficient funds have been
18 appropriated for the fiscal year, may establish a modified level or type of benefit program when
19 the provision of such benefit is needed in order to attract and retain sufficiently qualified
20 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 as a method of replacing bi-weekly rate employees who would be entitled to employee benefits.

(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/her activities because of an assignment by the appointing authority to be available for a call to return to the 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 authorize payment of special recruitment bonuses, travel, moving and related expenses to recruit employees for positions when funds for this purpose are appropriated.

(n) The Director of Personnel may approve the payment of hiring incentives to current employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives shall be in any amount up to twenty-five percent (25 percent) of the annual salary of the position for which the recruitment is made.

1 **(o)** (1) An appointing authority, with the prior approval of the Director of Personnel, may
2 establish cash awards or other incentives for an employee or group of employees to recognize and
3 reward increased productivity or effectiveness. The incentives offered may include cash, paid time
4 off and such other reasonable incentives as the Director of Personnel may determine. Cash awards
5 shall be made from the personal services appropriation of the unit, the account from which the
6 employee's salary is paid or from a general appropriation for this purpose.

7 (2) The Director of Personnel, upon the request of the appropriate appointing authority,
8 may establish a program of cash awards or other incentives, not to exceed ten percent (10 percent)
9 of annual salary, paid as an addition to pay, for the purpose of providing additional compensation
10 for employees who are fluent in a foreign language and who use this skill in the necessary and
11 regular recurring performance of the duties of their position. Cash awards shall be made from the
12 personal services appropriation of the unit, the account from which the employee's salary is paid
13 or from a general appropriation for this purpose. Cash awards and incentives under this program
14 shall be made in accordance with guidelines established by the Director of Personnel.

15 (3) Notwithstanding any other provision in this ordinance, the Director of Personnel is
16 authorized to extend the maximum of the pay ranges by up to forty percent (40 percent) for the
17 purpose of compensating positions which are extremely hard to fill.

18 (4) The Director of Personnel may provide an Employee Suggestion Program which
19 grants cash and other awards to recognize employee suggestions which improve City services,
20 operations or facilities. Cash awards to employees for suggestions resulting in tangible savings to
21 the City shall not exceed ten percent (10 percent) of the annual tangible net savings. Cash awards

1 and payments for other awards shall be made from an appropriation for a suggestion program or
2 other appropriate account. Additionally, cash awards for suggestions shall be granted as an
3 addition to pay, which does not change an employee's bi-weekly rate. The Employee Suggestion
4 Program shall be administered in accordance with regulations established by the Director of
5 Personnel. The Director of Personnel may establish an authority to evaluate suggestions and
6 determine awards; the decisions of this authority shall be final.

7 **(p)** An employee who is appointed to a position requiring advanced technical skills or
8 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
9 of this ordinance on recommendation of the appointing authority with the prior approval of the
10 Director of Personnel. Such advancement shall be made solely on the basis that the employee
11 possesses exceptional academic qualifications, registrations or certifications related to the duties
12 of the position and when such academic qualifications, registrations, or certifications are not
13 deemed necessary qualifications for the class of position.

14 The Director of Personnel may also establish other bonus, incentive or reimbursement
15 programs to encourage current employees to attain registration, licensure, certification, or proof of
16 professional mastery when it is deemed to be in the best interest of the Classified Service, or when
17 such credentials are clearly recognized as adding to the capability of individuals in that area.
18 Incentives, bonuses, or reimbursements awarded under such programs do not result in an employee
19 being ruled ineligible for bonuses or salary increases permitted under other sections of this pay
20 ordinance.

1 **(q)** In Skilled Trades classes, defined as those that have bona fide apprenticeship programs
2 registered with the Department of Labor or documented attainment of equivalent apprenticeship
3 programs, employees who have completed such apprenticeship programs and attained journeyman
4 status shall be granted the special skills recruitment rate for the class if a special skills recruitment
5 rate exists for the class. Employees in classes in the Trades Pay Schedule who have completed
6 alternative training programs established and approved by the Director of Personnel, and attained
7 journeyman status shall also be eligible for a salary at the special skills recruitment rate if such a
8 rate exists for the class.

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

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

15 The Director of Personnel may establish regulations relating to employees' eligibility for
16 reimbursement for uniforms.

17 Further, when funds have been budgeted therefore, an appointing authority may authorize
18 reimbursement to uniformed security or correctional employees of up to fifty dollars (\$50) per
19 incident for damage to personal property sustained while the employee was directly engaged in
20 quelling a disturbance while performing assigned and/or authorized duties during a shift.
21 Employees whose pay is established under Section 2(d) of the ordinance may be reimbursed for

1 damages to personal property sustained while in the course and scope of employment in
2 accordance with Police Division policies.

3 **(s)** An appointing authority that requires employees to provide and maintain their own tools
4 shall provide a tool replacement program and/or annual maintenance allowance, with the prior
5 approval of the Director of Personnel.

6 **(t)** (1) Contingency assignment differential may be paid for certain assignments when
7 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
8 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment,
9 not to extend more than one pay period. The Director of Personnel will determine the assignments
10 for which Contingency Assignment Differential will be paid. The assignment of an employee to
11 said assignment having a contingency assignment differential will be determined by the appointing
12 authority from an existing eligible list and will not constitute a promotion or advancement in pay.
13 In addition, the removal of an employee from said assignment shall not constitute a demotion or
14 reduction in pay. If an eligible list is not available, an appointing authority may submit to the
15 Director of Personnel the name of the employee being considered for the assignment to determine
16 if they meet the necessary minimum qualifications for the position being considered.

17 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d), with the
18 prior approval of the Director of Personnel, the contingency assignment differential will be ten
19 percent (10 percent) of the employee's regular base bi-weekly rate added as an addition to pay for
20 each bi-weekly period worked or one percent (1 percent) of the employee's regular base bi-weekly
21 rate for each shift assignment covered, not to exceed one (1) pay period.

1 (2) Temporary assignment differential will be paid for certain assignments when a
2 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military leave,
3 etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay period but
4 not more than thirteen (13) pay periods, and offset by any days that the employee by reason of
5 absence is not fulfilling the assignment. The Director of Personnel will determine the assignments
6 for which the temporary assignment differential will be paid. The assignment or removal of an
7 employee from said assignment having a temporary assignment differential will be determined by
8 the appointing authority and will not constitute a promotion, demotion, advancement, or reduction
9 in pay. The intended employee must meet the minimum qualifications for the position to be
10 assigned. The temporary assignment differential shall be computed as an addition to pay and not
11 affect the employee's regular bi-weekly rate.

12 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d), with the
13 prior approval of the Director of Personnel, the temporary assignment differential will be ten
14 percent (10 percent) of the employee's regular base bi-weekly rate added as an addition to pay for
15 each bi-weekly period worked, not to exceed thirteen (13) pay periods. The Director of Personnel
16 may require the establishment of a department policy on temporary assignment differential pay
17 and must sign off on the policy prior to authorizing temporary assignment differential.

18 (u) City employees who are required by their appointing authority to routinely use their
19 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
20 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month. Eligible

1 employees who use their personal vehicle with reduced frequency shall be entitled to a vehicle
2 maintenance and use allowance which is reduced in proportion to the reduced frequency of use.

3 **SECTION 3.**

4 **EDUCATION REIMBURSEMENT**

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

10 The Department of Personnel may reimburse, in whole or in part, expenses incurred by
11 employees in the pursuit of improvement of the knowledge and skills required in the performance
12 of their positions or in higher positions, when funds have been allocated in the Department's
13 budget.

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

18 **SECTION 4.**

19 **SALARY RANGE LIMITATIONS**

1 No employee in the Classified Service shall be paid at a rate lower than the minimum or
2 higher than the maximum of the salary range established for the class to which his/her position has
3 been allocated, except as otherwise provided in this ordinance.

4 **SECTION 5.**

5 **STARTING SALARY**

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

8 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
9 shall be paid upon original appointment to the class unless the Director of Personnel finds that it
10 is difficult to secure the services of persons with minimum qualifications or experienced qualified
11 persons at the minimum rate.

12 The Director may establish a recruitment rate for a single position or all positions in a class
13 and authorize employment at an amount above the minimum but within the regular range of salary
14 established for the class. When a recruitment rate is established for an entire class, employees
15 already in such class may have their salaries adjusted to appropriate rates in the new range resulting
16 from the establishment of the recruitment rate.

17 **(c)** Employees with permanent status who are eligible for reemployment as determined by the
18 rules of the Department of Personnel shall be reemployed at an appropriate rate within the [new]
19 salary range which takes into consideration the employee's prior service in the position, as
20 determined by the Director of Personnel.

21 **SECTION 6.**

1 **PROMOTION, DEMOTION, REALLOCATION,**
2 **TRANSFER AND TEMPORARY PROMOTION**

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

6 **(a)** Promotion: This shall be defined as a change of an employee in the Classified Service
7 from a position of one class to a position of another class with a higher pay grade or a higher
8 starting minimum salary.

9 (1) When an employee is promoted to a position in the General, Management or Trades
10 Pay Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five
11 percent (5 percent) higher than the rate received immediately prior to the promotion or adjusted to
12 the nearest step in the new pay matrix which is not less than but is closest to a rate which is five
13 percent (5 percent) higher than the rate received immediately prior to promotion. An appointing
14 authority, with the prior approval of the Director of Personnel, may increase the pay of an
15 employee up to twenty percent (20 percent), adjusted to the nearest step, when such action is
16 needed to attract experienced, qualified candidates for a position. Such salary determinations shall
17 take into consideration the nature and magnitude of the accretion of duties and responsibilities
18 resulting from the promotion. However, no employee shall be paid less than the minimum rate
19 nor more than the maximum rate for the new class of position, except as otherwise provided in this
20 ordinance.

1 (2) Temporary Promotion: When an employee, whose salary range is established in
2 Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a limited
3 duration, the employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this
4 Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her
5 former rate of pay, adjusted by any increases the employee would have received in the absence of
6 the temporary promotion. In no case shall the employee's salary be above the maximum of the
7 salary range, unless otherwise provided for in this ordinance.

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

14 **(b)** Demotion: This shall be defined as a change of an employee in the Classified Service from
15 a position of one class to a position of another class which has a lower pay grade and a lower
16 starting minimum salary.

17 (1) If an employee is demoted for disciplinary reasons in accordance with the rules of
18 the Department of Personnel and Civil Service Commission and established disciplinary
19 procedures, his/her rate of pay shall be established at a rate within the range for the new position
20 which is at least five percent (5 percent) lower than the rate received immediately prior to the
21 demotion or reduced to the nearest step which is at least five percent (5 percent) lower than the

1 rate received immediately prior to the demotion, except no employee shall be reduced below the
2 minimum of the range unless otherwise provided for in this ordinance. The amount of the
3 reduction shall be determined by the appointing authority, with the approval of the Director of
4 Personnel.

5 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
6 reduced within the range for the new position which is five percent (5 percent) lower, to the closest
7 downward step, than the rate received immediately prior to demotion, except that employees who
8 are in a working test period and demote to their previous class of position or pay grade, will return
9 to the rate or step received immediately prior to the promotion, plus any adjustments as otherwise
10 provided in this ordinance. No employee shall be paid less than the minimum nor more than the
11 maximum rate for the new class of position, except as otherwise provided in this ordinance.

12 (3) When an employee is demoted for reasons in the best interest of the City Service
13 as determined by the Director of Personnel, his/her salary may be reduced by reason of the new
14 salary range and grade with the prior approval of the Director of Personnel. If the salary of such
15 employee is above the maximum for the new position, the employee's salary shall not be increased
16 so long as he/she remains in the position, except as otherwise provided by this ordinance.

17 (c) Reallocation:

18 (1) If the employee's position is reallocated to a class in a lower pay grade and the
19 employee's rate of pay for the previous position is within the salary range of the new position,
20 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's rate
21 of pay shall not be reduced.

(2) 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(a)(1) 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, 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.

(e) Over Maximum: 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/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/she remains in the class of position, except as otherwise provided by this ordinance.

SECTION 7.

SALARY ADJUSTMENT

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

(a) Competitive positions for which salary is established in Section 2(a) - General and Management Schedule; or Section 2(b) - Trades Schedule:

1 (1) All full-time bi-weekly paid employees employed on July 03, 2022 whose salary is
2 established in Section 2(a), 2(b), 2(c), or 2 (d) – General, Management, Trades, Fire and Police
3 Pay Schedules, shall receive a one-time, lump sum payment of \$2,000 effective with the pay period
4 beginning July 03, 2022.

5 (2) Any employee whose salary is established in Section 2(a) or 2(b) – General,
6 Management, and Trades Pay Schedules, shall receive a service rating in accordance with the
7 Service Rating Manual. The rating together with the standards of performance established in the
8 rating manual shall determine eligibility for a one step within-range (merit) increase at intervals as
9 outlined in the Service Rating Manual or other pay regulation(s) as determined by the Director of
10 Personnel. Notwithstanding any other section of the compensation ordinance, all employees in
11 the General, Management, and Trades pay schedules who would be eligible to receive an annual
12 step increase as a result of a "Successful" or "Highly Successful" Overall Rating on their regular
13 Service Rating date will receive a 1.5 percent increase regardless of their current rate or place in
14 the pay schedule.

15 (3) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
16 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of "Unsuccessful" as defined
17 by the Service Rating Manual, shall have his/her salary reduced as determined by the standards
18 established in the Service Rating Manual, but not less than the minimum of the pay grade range.

19 **(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks
20 of continuous service from the date of original appointment or from the date of the last salary
21 adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion (not for

disciplinary reasons) or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, reallocation 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, except as otherwise provided in this ordinance. The Director of Personnel may authorize different anniversary dates for an employee or groups of employees.

(c) An appointing authority may evaluate the performance of an employee whose salary is established in Section 2(a) or 2(b) 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:

With the prior approval of the Director of Personnel, the appointing authority in accordance with the Service Rating Manual, may advance the salary of an employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks of employment at the same rate in the salary range by not more than ten percent (10 percent) or to the closest step in the pay range which provides not more than a ten percent (10 percent) increase; this may be in addition to any merit increase received.

(2) Substandard performance of duties:

An appointing authority may reduce the salary of an employee whose level of performance is significantly diminished and no longer warrants payment at the current rate within the range as provided in the Service Rating Manual; providing the employee's salary is above the minimum of

the range, established in Section 2(a) or 2(b) and allocated to Overtime Code 3 or Overtime Code 4.

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(c) - Fire Division Schedule:

All employees in the Fire Division Pay Schedule shall have a service rating completed in accordance with the Service Rating Manual.

Probationary Fire Privates shall be advanced to the rate for Fire Privates at the beginning of the first bi-weekly pay period following one (1) year of service. Probationary Fire Equipment Dispatchers shall follow the same schedule.

(e) Competitive positions for which salary is established in Section 2(d) – Police Division Schedule:

All employees in the Police Division Pay Schedule shall have a service rating completed in accordance with the Service Rating Manual.

Police Probationary Officers who successfully complete their working test period shall be advanced to the rate for Police Officer at the beginning of the first bi-weekly pay period during which such officer's one (1) year anniversary as a Probationary Police Officer occurs, excluding his/her initial time in training at the Police Academy.

1 **(f)** Excepted Positions: The pay of an employee in an excepted position shall be adjusted to
2 any rate within the pay range at the discretion of the appointing authority for the excepted position.

3 **(g)** The Director of Personnel may approve, at the request of an appointing authority,
4 adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary
5 adjustments under this provision shall preclude adjustments to compensate or reward employees
6 for long-term or meritorious service.

7 **(h)** The pay of any employee may be decreased as a disciplinary action by an appointing
8 authority to a lower rate. Any such decrease shall be made in accordance with the established
9 disciplinary procedures. The decrease shall not be greater than fifteen percent (15 percent) of the
10 current salary rate. The decrease may be below the minimum of the pay range for the class. The
11 appointing authority may determine the pay decrease shall be effective for a specific number of
12 bi-weekly pay periods provided, however, that such decrease shall not be effective for more than
13 thirteen (13) bi-weekly pay periods.

14 **(i)** An employee who is temporarily promoted shall be eligible for within range salary
15 adjustments under provisions of this Section 7.

16 **(j)** The Director of Personnel may approve a within range salary adjustment or other incentives
17 to retain employees in positions that are difficult to fill, or because of their unique requirements.
18 Said adjustment may only be granted once during a twenty-six (26) week period.

19 **SECTION 8.**

20 **INCOME SOURCES**

1 Any salary paid to an employee in the Classified Service shall represent the total
2 remuneration for the employee, excepting reimbursements for official travel and other payments
3 specifically authorized by ordinance or pay regulation promulgated by the Director of Personnel.
4 No employee shall receive remuneration from the City in addition to the salary authorized in this
5 ordinance for services rendered by the employee in the discharge of the employee's ordinary duties,
6 of additional duties which may be imposed upon the employee, or of duties which the employee
7 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 shall
10 be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
11 employee's position. The payment of a separate salary for actual hours worked from two (2) or
12 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.

15 SECTION 9.

16 CONVERSION

17 (a) Pay schedules in Sections 2(a) or 2(b) in **Ordinance Number 71099** shall continue in
18 effect until the start of the bi-weekly pay period of the effective date of this ordinance, and the
19 rates to be paid to employees in positions of any classes for which a rate is established or changed
20 in Section 2(a) or 2(b) of this ordinance shall become effective and be adjusted (if necessary) as
21 follows:

1 The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this
2 ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as
3 determined by the Director of Personnel shall have their current salary increased to a rate, rounded
4 to the nearest whole dollar, which is not less than but is closest to a rate which is five percent (5
5 percent) higher than the rate received immediately prior to promotion, but not less than the
6 minimum of the pay range, whichever is the greater. If an employee's salary is between steps, the
7 employee's salary shall be placed at the higher step.

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

10 **(c)** The salary of an employee serving in a trainee position, which remains above the new
11 trainee rate for his/her position, shall remain unchanged.

12 **(d)** The Director of Personnel may establish a special conversion procedure for a class or
13 position in the event that the Director determines that a serious inequity would be created by the
14 application of the conversion procedures established in this Section 9.

15 **(e)** All full-time employees whose salary is established in Section 2(a), 2(b), 2(c), or 2(d) –
16 General and Management, Trades, Fire and Police Pay Schedules whose bi-weekly rate is above
17 step 30 (or 30 years of service in the Fire and Police schedules) shall have their bi-weekly rate
18 increased by three percent (3 percent) effective beginning with the start of the bi-weekly pay period
19 following the effective date of this ordinance.

20 **(f)** The Director of Personnel shall establish such procedures as needed to place this ordinance
21 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 overtime code of an existing class within the classification plan, the Director of Personnel shall change the overtime code, recommend such change to the Civil Service Commission, and notify the Board of Aldermen of this action.

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

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

11 SECTION 12.

12 PAYROLL FORMS

13 The Director of Personnel shall prescribe forms on which appointing authorities shall
14 certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment
15 of a person to fill the position. The Director of Personnel shall indicate on these forms the proper
16 allocation of the position and the rate at which payment is to be made. When approved by the
17 Director of Personnel and submitted to the Comptroller, these forms shall constitute authorization
18 for the initial placing of a person's name on the payroll. The Comptroller shall not authorize any
19 change in the rate of pay of an individual on the payroll unless approved by the Department of
20 Personnel. The Comptroller shall provide the Department of Personnel with a copy of each payroll

1 audited and found correct within twenty-one (21) days after audit and approval of the payroll by
2 the Comptroller's Office.

3 **SECTION 13.**

4 **CERTIFICATION OF PAYROLL**

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

10 **SECTION 14.**

11 **MINIMUM WORK HOURS**

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

15 Each appointing authority shall submit to the Department of Personnel the work schedule
16 established for each position in the work unit. Work schedule reports shall be submitted upon
17 request of the Director of Personnel or whenever the appointing authority proposes to change the
18 permanent work schedule of a position. The work schedule submitted by the appointing authority
19 shall constitute the normal work schedule for the position when approved by the Director of
20 Personnel.

1 All employees in the Classified Service shall be in attendance at their work in accordance
2 with schedules established under the provisions of this Section 14, subject to other provisions of
3 this ordinance with respect to hours, holidays, vacation leave, medical leave, furloughs, sick leave,
4 military leave, and leaves of absence with or without pay.

5 **(a)** Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours shall
6 constitute the average minimum required weekly hours of service in an employment cycle under
7 regular full-time employment for all City employees paid on a bi-weekly basis occupying
8 competitive positions in the Classified Service. The minimum daily and annual service required
9 of such employees shall be in proportion to the average minimum weekly hours established.

10 Appointing authorities shall so arrange the time for reporting for work, for luncheon
11 intermission, and for quitting work of the various employees under their jurisdiction so that the
12 employees will actually be engaged in active performance of their duties for not less than the
13 average minimum number of hours required.

14 **(b)** Management Employees: Appointing authorities for employees occupying full-time
15 positions whose salaries are established in Section 2(a) of this ordinance shall initiate procedures
16 to see that such employees are engaged in the performance of their duties on a full-time basis.
17 Full-time employment for any employee whose classification is denoted in the Management
18 Schedule shall be defined as an average of forty (40) hours per week of time devoted to the duties
19 of the position on an annual basis.

20 **(c)** Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required
21 weekly hours of service in an employment cycle under regular full-time employment for all

employees in the Division of Fire and Fire Prevention, 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.

(d) The work period for employees whose pay is established in Section 2(d) of this ordinance is twenty-eight (28) days. The daily work period for an employee in the position of Police Probationary Officer and Police Officer is eight (8) hours which includes a thirty (30) minute meal period. The meal period is counted as working time; however, an officer unable to take a meal break will not receive additional compensation. The daily work period for an employee in the position of Police Officer Trainee is eight (8) hours. Additionally, Police Officer Trainees shall receive a thirty (30) minute unpaid meal period that shall not be counted as part of their daily work period or work day.

SECTION 15.

OVERTIME

(a) The Department of Personnel shall determine those positions in the Classified Service of the City of St. Louis which are exempt from overtime compensation and those positions which are not exempt from overtime compensation. The overtime codes established for each class in Section 1(a) of this ordinance shall be interpreted as follows:

OVERTIME CODE (OVTM):

1 1 These classes are primarily managerial in nature, but may also include some
2
3 professional or administrative classes that are ineligible for overtime pay
4 under all but emergency conditions as described in Section 15(d) of this
5 ordinance.

6 2 These are supervisory, professional, and administrative classes that are
7 exempt from overtime compensation, but which the City compensates for
8 overtime at the straight (1.0x) time rate.

9 3 These are non-exempt classes that receive overtime compensation at the one
10 and one-half (1.5x) time rate.

11 4 These non-exempt classes work an average bi-weekly work schedule of 84
12 hours and, therefore, receive overtime compensation at the one and one-half
13 (1.5x) time rate.

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

16 For purposes of determining overtime pay rates for non-exempt employees, the regular
17 hourly rate of pay shall be used.

18 Any employee in a class which has been allocated to Overtime Code 4 (non-exempt) in
19 Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or
20 compensatory time off at the one and one half (1.5x) time rate. Each appointing authority shall
21 designate and submit to the Director of Personnel the official work week or work cycle for all non-

1 exempt (Code 4) positions in the work unit. Whenever a non-exempt (Code 4) employee works
2 in excess of forty (40) hours in a work week, the employee will be paid at the one and one half
3 time (1.5x) rate. The average number of scheduled hours in a bi-weekly pay period shall not be
4 less than eighty-four (84) for full-time employment. The regular hourly rate of pay for a non-
5 exempt (Code 4) bi-weekly paid employee shall be determined by dividing the employee's regular
6 bi-weekly rate of pay by the average number of regularly scheduled hours of work in a bi-weekly
7 pay period. In addition to the actual hours worked, only paid vacation, compensatory time, jury
8 leave, and holidays shall count as hours worked for the purpose of determining eligibility for
9 overtime compensation.

10 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in
11 this ordinance shall be compensated for overtime work in accordance with the provisions of this
12 section. Each appointing authority shall designate and submit to the Director of Personnel the
13 official work week and schedule or work cycle for all non-exempt positions in the work unit. The
14 average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for
15 full-time employment.

16 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) or 2(b), works
17 hours in excess of the maximum established for an official work week or work cycle, usually forty
18 (40) hours in a work week such hours shall be paid at the one and-one-half time (1.5x) rate. In
19 addition to the actual hours worked, only paid vacation, compensatory time, jury leave, and
20 holidays shall count as hours worked for the purpose of determining eligibility for overtime
21 compensation.

Overtime Code 3 employees whose pay matrix is in Section 2(c) of this ordinance who are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred forty-four (144) hours are worked in a work cycle, except that the Fire Division shall 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 one hundred forty-four (144) hours. These employees shall not receive additional compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if they do not actually work more than one hundred forty-four (144) hours in the work cycle; provided however, that in addition to the actual hours worked, jury leave, vacation leave, compensatory time and "O" days shall count as hours worked for the purpose of determining eligibility for overtime compensation. Days scheduled off to reduce average work week to fifty-two (52) hours, compensatory time, vacation, "O" days, and holiday time shall be scheduled consistent with a reasonable vacation and holiday leave policy to avoid the necessity of actually working more than one hundred forty-four (144) hours during any work cycle.

Police Officer Trainees, Police Probationary Officers and Police Officers shall be paid overtime, defined as one and one-half time (1.5x) the employee's regular standard rate of pay, for all hours worked in excess of their eight (8) hour work day or any hours worked on a scheduled day off. Only hours actually worked shall count toward overtime pay.

Police Sergeants – whose salary is established in Section 2(d) of this ordinance shall be paid overtime, as defined as one and one-half time (1.5x) the employee's regular standard rate of pay, for all hours actually worked in excess of one hundred sixty (160) hours in a twenty-eight

1 (28) day work period. In addition to hours physically worked, holidays, discretionary holidays,
2 and sick-injured time shall count toward the 160-hour threshold during the 28-day period that must
3 be met to earn overtime. These employees shall receive additional compensation for authorized
4 overtime, court time, and court standby time whenever the total accumulated time exceeds forty
5 (40) hours.

6 **(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
7 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
8 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
9 the Director of Personnel the official work week or work cycle, which is usually forty (40) hours,
10 for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an exempt
11 (Code 2) position is directed by management, with the approval of the appointing authority, to
12 work hours in excess of the maximum established for an official work week or work cycle it shall
13 be considered overtime. In addition to the actual hours worked, only paid vacation time,
14 compensatory time, jury leave, and holidays shall count as hours worked for the purpose of
15 determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be
16 compensated at the employee's regular hourly rate of pay, or by granting the eligible employee
17 compensatory time off at the rate of one (1) hour for each hour of overtime worked. The average
18 number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-
19 time employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid employee
20 shall be determined by dividing the employee's regular bi-weekly rate of pay by the average
21 number of regularly scheduled hours of work in a bi-weekly pay period.

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

4 (d) An appointing authority may compensate Overtime Code 1 employees at the straight-time
5 (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis
6 declares an emergency due to serious and protracted conditions which threaten continuous City
7 Service, preservation of public peace, health, or safety, and 2) the appointing authority directs an
8 employee or group of employees to work in excess of forty (40) hours per week. The appointing
9 authority shall maintain attendance records of the assignment(s) and submit such records at the
10 request of the Director of Personnel.

11 (e) Employees who wish to use compensatory time earned in lieu of pay must make their
12 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
13 appointing authority shall keep in mind the staffing needs of the department when granting time
14 off, but in any case time off will not be unreasonably denied.

15 Pay shall be the regular method of compensation for recorded overtime hours of work for
16 employees in classes with Overtime Code 3 and Overtime Code 4. However, an appointing
17 authority shall compensate a non-exempt bi-weekly paid employee for overtime work by granting
18 the employee compensatory time off in lieu of pay only if the employee requests compensatory
19 time, in writing.

20 Employees engaged in public safety, emergency response or seasonal activity as defined
21 by the Director of Personnel may have a maximum balance of two hundred forty (240) hours of

1 compensatory time; except that Police Officer Trainees, Police Probationary Officers, Police
2 Officers, and Police Sergeants shall only be allowed to accumulate up to forty (40) hours of
3 compensatory time. All other employees are allowed a maximum balance of one hundred twenty
4 (120) hours of compensatory time excluding compensatory time earned for working on a holiday.
5 These maximum balances of compensatory time shall apply to employees working an average
6 work week of forty (40) hours; the maximum balance of compensatory time for employees whose
7 average work week is more or less than forty (40) hours shall be proportionate. No provision of
8 this section establishing a maximum balance of compensatory time shall serve to cancel any
9 compensatory time due to an employee or to deny an employee payment for recorded
10 compensatory time earned in accordance with the provisions of the compensation ordinance in
11 effect at the time the compensatory time was earned.

12 Each appointing authority shall establish procedures to assure that non-exempt employees
13 are promptly granted time off when such employees request to use their earned compensatory time.
14 Appointing authorities may not deny non-exempt employees' requests for earned compensatory
15 time off except when such approval would create an extreme business hardship. For employees
16 occupying the position of Police Officer Trainee, Probationary Police Officer, and Police Officer
17 compensatory time may be used at such times and in such blocks as are mutually agreed upon
18 between the supervisor and the employee and it shall not be unreasonably denied by the supervisor
19 if operating requirements will not be adversely effected. When an appointing authority determines
20 that the work schedule of the organization will not permit the granting of such time off, the
21 appointing authority shall pay the employee in that same pay period for all or a portion equivalent

1 to the time requested of the employee's accrued compensatory time. This provision requiring the
2 prompt granting of requested time off applies only to compensatory time that is earned as a result
3 of the employee working overtime; it does not apply to compensatory time earned as a result of an
4 incentive program or bonus award program.

5 Compensatory time earned by exempt employees shall be granted at the discretion of the
6 appointing authority and upon request of the employee.

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

13 **(g)** All departments shall keep daily attendance records of classified employees and shall
14 submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted, and
15 paid; or 3) the non-occurrence of same to the Director of Personnel in the form and on the dates
16 specified.

17 **SECTION 16.**

18 **HOLIDAYS**

19 **(a)** Classified employees working full-time who are paid a bi-weekly rate shall be entitled to
20 leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly scheduled
21 work on the following designated holidays:

1	<u>DATE</u>	<u>HOLIDAY</u>
2	January 1	New Year's Day
3	Third Monday in January	Rev. Martin Luther King, Jr. Day
4	Third Monday in February	Presidents' Day
5	Last Monday in May	Memorial Day
6	June 19	Juneteenth Day
7	July 4	Independence Day
8	First Monday in September	Labor Day
9	November 11	Veterans' Day
10	Fourth Thursday in November	Thanksgiving Day
11	Day after Thanksgiving	Day after Thanksgiving
12	December 25	Christmas Day
13	In addition to the above enumerated designated holidays, full-time classified employees	
14	shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by	
15	this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City	
16	offices.	
17	Employees working full-time and paid a bi-weekly rate whose pay is established in	
18	Sections 2(a) or 2(b) of this compensation ordinance shall receive leave with pay, pay or	
19	compensatory time off in lieu of pay as holiday compensation in an amount that is proportionate	
20	to the number of hours the employee is regularly scheduled to work in a day or shift. For example:	
21	Employees working an average of forty (40) hours a week, five (5) days a week, eight (8) hours a	

1 day shall receive eight (8) hours of compensation for the holiday; employees working an average
2 of forty (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten (10) hours
3 of compensation for the holiday.

4 When the day of observance of a holiday is changed by State or Federal law, it will be so
5 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
6 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
7 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
8 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
9 preceding Friday shall be observed as the holiday.

10 **(b)** In addition to the above eleven (11) designated holidays, employees in Section 2(a) or 2(b)
11 of this ordinance who were employed by the Board of Police Commissioners immediately prior to
12 September 1, 2013, shall receive five (5) personal (discretionary) holidays which shall be
13 scheduled in accordance with department policies; Police Division civilian employees hired on or
14 after September 1, 2013, shall receive no personal (discretionary) holidays.

15 In addition to pay for hours physically worked on an official holiday, including any
16 overtime to which the employee is entitled under the pay ordinance, employees in Section 2(a) or
17 2(b) of this ordinance who were employed by the Board of Police Commissioners immediately
18 prior to September 1, 2013, will receive four (4) hours of compensatory time if they are required
19 to work a full eight (8) hour shift that begins on any of the following days:

20 January 1

21 Last Monday in May

1 July 4

2 First Monday in September

3 Fourth Thursday in November

4 December 25

5 In addition to any pay for hours physically worked, including any overtime to which the
6 employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this ordinance
7 who were employed by the Board of Police Commissioners immediately prior to September 1,
8 2013, who are required to work the afternoon, evening overlay, or night watch on December 31
9 will receive four (4) hours of compensatory time.

10 (c) In addition to the above eleven (11) designated holidays, employees in Section 2(d) shall
11 receive an additional five (5) personal holidays which shall be scheduled in accordance with Police
12 Division policies.

13 In addition to pay for hours physically worked on an official holiday, including any
14 overtime to which the employee is entitled under the pay ordinance, employees in Section 2(d) of
15 this ordinance will receive four (4) hours of compensatory time if they are required to work a full
16 eight (8) hour shift that begins on any of the following days:

17 January 1

18 Last Monday in May

19 July 4

20 First Monday in September

21 Fourth Thursday in November

December 25

In addition to any pay for hours physically worked, including any overtime to which the employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance and Police Officer Trainees, who are required to work the afternoon, evening overlay, or night watch on December 31 will receive four (4) hours of compensatory time.

(d) Each appointing authority shall determine the manner of granting holidays and shall report his/her determination to the Department of Personnel, if required by the Director of Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this compensation ordinance, excluding employees of the Police Division, are required to work on a holiday they shall be entitled to compensation for the holiday and the hours actually worked. 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. When full-time bi-weekly rate employees of the Police Division whose pay is established in 2(a), 2(b) or 2(d) are required to work on a holiday, they shall be entitled to leave with pay on another date designated by the appointing authority in an amount proportionate to the number of hours an employee is regularly scheduled to work in a day or shift.

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

Employees of the EMS Service, whose positions are classified as EMS Dispatcher, EMS Lead Dispatcher, EMT (Emergency Medical Technician), Paramedic, or Paramedic Crew Chief,

1 will be compensated with pay in lieu of compensatory time for all holidays and receive twelve (12)
2 hours of personal day leave.

3 If an employee is docked from the payroll for one hour or more on the full scheduled
4 workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled
5 holiday, the employee shall not be compensated for the holiday.

6 The holiday compensation procedures established by this Section 16 shall apply to full-
7 time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees shall be
8 compensated for holidays in proportion to the percentage of time they are regularly scheduled to
9 work. Employees paid on an hourly or per performance basis shall not be entitled to holiday
10 compensation, except as otherwise provided in this ordinance.

11 In the event that the holiday schedule established in this Section 16 is revised, employees
12 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
13 accordingly. The Director of Personnel may establish additional or alternate holiday leave policies
14 for employees occupying public safety positions which qualify for the special overtime pay
15 provisions under Federal law or for employees with official work schedules authorized by the
16 Director of Personnel which exceed the normal forty (40) hour weekly work schedule. Procedures
17 developed in compliance with this Section 16 shall be designed to treat employees in the same
18 manner who work substantially equivalent work schedules.

19 Employees whose pay is established in Section 2(c) of this ordinance and are Overtime
20 Code 3 shall be entitled to one hundred twenty-eight (128) hours of compensatory time off in lieu
21 of all holidays occurring in a calendar year. Employees whose pay is established in Section 2(c)

1 of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred twelve (112) hours
2 of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year.
3 Because of the necessity of maintaining the work schedule of such employees, the Director of
4 Personnel, in cooperation with appointing authorities concerned, shall establish procedures for
5 holiday compensation for such employees who are regularly required to work on holidays. Such
6 procedures shall be designed to treat all employees in the class who work a substantially equivalent
7 schedule in the same manner.

8 Employees whose pay is established in Section 2(c) of this ordinance shall receive five (5)
9 days of paid leave which shall be referred to as "O" Days.

10 SECTION 17.

11 VACATION

12 Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent
13 competitive positions working fifty percent (50 percent) time or more. There shall be no
14 advancement of paid vacation leave. The Director of Personnel may establish additional
15 guidelines and policies to govern the administration of vacation leave benefits in the Classified
16 Service.

17 (a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b)
18 or 2(c) with an appointment date before April 23, 1989, as follows. This excludes all civilian
19 employees hired by the Board of Police Commissioners prior to September 1, 2013.

20 PAY ESTABLISHED

PAY ESTABLISHED

21 IN SECTION

IN SECTION

1	2(a) or 2(b)			2(c)	
2	Length of	Bi-Weekly	Annual	Bi-Weekly	Annual
3	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
4	1 but less than 5 years	5	130	3	78
5	5 but less than 10 years	6	156	5	130
6	10 but less than 15 years	7	182	6	156
7	15 but less than 20 years	8	208	7	182
8	20 or more years	9	234	8	208

Employees employed before July 18, 2010, whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date on or after April 23, 1989, as follows. This excludes all civilian employees who were employed by the Board of Police Commissioners prior to September 1, 2013.

PAY ESTABLISHED

IN SECTION

2(a) or 2(b) or 2(c)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>

1	1 but less than 5 years	3	78
2	5 but less than 10 years	5	130
3	10 but less than 15 years	6	156
4	15 but less than 20 years	7	182
5	20 or more years	8	208

Employees employed before July 18, 2010, whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(c) Employees employed on or after July 18, 2010, will not have the 40 hours added to their vacation balance upon completion of 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.

(d) Employees whose pay is established in Section 2(a) or 2(b) employed by the Board of Police Commissioners immediately prior to September 1, 2013, employed by the City on September 1, 2013, and continuously employed by the City shall accrue vacation hours as follows:

PAY ESTABLISHED

IN SECTION

2(a) or 2(b)

Length of	Bi-Weekly	Annual

1	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
2	1 but less than 12 years	4.62	120.12
3	12 but less than 21 years	6.16	160.16
4	21 but less than 30 years	7.70	200.20
5	30 or more years	9.24	240.24

6 **(e)** Police Division employees whose pay is established in Section 2(a) or 2(b) who were hired
7 on or after September 1, 2013, shall accrue vacation hours as listed below:

8 PAY ESTABLISHED
9 IN SECTION
10 2(a) or 2(b)

11	Length of	Bi-Weekly	Annual
12	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
13	1 but less than 5 years	3	78
14	5 but less than 10 years	5	130
15	10 but less than 15 years	6	156
16	15 but less than 20 years	7	182
17	20 or more years	8	208

18 **(f)** Employees whose pay is established in Section 2(d) of this ordinance and employees whose
19 pay is established in Section 2(a) or 2(b) and were employed by the Board of Police Commissioners
20 immediately prior to September 1, 2013, and remain so employed shall earn vacation time in
21 accordance with the following schedule on employment anniversary dates as follows:

PAY ESTABLISHED

IN SECTION

2(a) or 2(b) or 2(d)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 12 years	4.62	120.12
12 but less than 21 years	6.16	160.16
21 but less than 30 years	7.70	200.20
30 or more years	9.24	240.24

(1) For employees whose pay is established in Section 2(d), forty (40) hours of vacation leave may be taken in one (1) hour increments.

(2) Vacation time is accrued on a bi-weekly basis. No employee will be entitled to or allowed to take any vacation until ninety (90) days of continuous employment from the date of employment.

(g) All references in this ordinance, except as otherwise noted, to accrual rates, additions to, and accrual maximums for vacation are for employees working a scheduled 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 scheduled 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, except as provided otherwise

1 in this ordinance. No employee who works less than fifty percent (50 percent) time or who is
2 serving in a limited-term position shall be eligible to accrue vacation.

3 **(h)** (1) The maximum vacation balance for those working an average work week of forty
4 (40) hours shall be six hundred (600) hours, except by written request of an appointing authority
5 and with prior approval of the Director of Personnel. Vacation accrual maximums for those
6 working more or less than forty (40) hours per week, but at least fifty percent (50 percent) time
7 shall be proportionate to the number of hours worked in a bi-weekly pay period.

8 (2) When an employee's full-time average work week is changed, the maximum
9 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
10 current vacation balance adjusted so that the vacation shall maintain the same position relative to
11 the new maximum balance as existed with the employee's previous maximum balance.

12 (3) Accrual of vacation shall cease when an employee accumulates the maximum
13 vacation balance established for the assigned work schedule and shall not resume until the vacation
14 balance is less than the maximum amount.

15 **(i)** Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
16 each pay period thereafter, but employees must complete the entire pay period to accrue the
17 vacation leave at the end of said pay period:

18 (1) of appointment;

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

20 (3) of restoration to employment of one-half (50 percent) 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 employee's last day at work.

(j) 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 as provided by this ordinance in one of the following ways:

(1) When the employee requests vacation leave in accordance with departmental 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 Sections 2(a), 2(b), 2(c) or 2(d) reaches the established maximum accrual and would cease accruing vacation and notifies the appointing authority in writing of his/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 take the paid leave, which was proposed in writing.

(5) With the approval of the appointing authority, an employee may request and receive 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. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual

1 balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from
2 work. Employees whose pay is established in Section 2(c) of this ordinance may request payment
3 for up to ninety-six (96) hours of vacation. These requests are subject to the prior approval of the
4 Director of Personnel.

5 **(k)** During the first twelve (12) months of employment, unless stated otherwise in this
6 ordinance, accrued vacation may be granted to an employee provided that the employee has
7 completed six (6) months of continuous service. When employment is terminated before
8 completing twelve (12) months of continuous service, any previously granted vacation leave shall
9 be deducted from the employee's final pay. When the service of an employee is terminated after
10 twelve (12) months of continuous service, any accumulated vacation that is due the employee shall
11 be paid.

12 **(l)** Employees who separate from the Classified Service, who are certified from a
13 reemployment list, and who return to the Classified Service within twenty-four (24) months of the
14 separation, will be given credit for prior continuous service in determining the vacation accrual
15 rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on
16 the date of the employee's original appointment.

17 **(m)** Employees who move to the Classified Service from the Unclassified Service shall be
18 given credit for the years of service in the Unclassified Service in determining the vacation accrual
19 rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date of the
20 employee's original appointment.

1 **(n)** Employees who return to work from a "reemployment from layoff" eligible list shall be
2 eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance, provided
3 the employee has completed six (6) months of continuous service prior to the layoff and with
4 approval of the appointing authority. An employee who has completed less than six (6) months of
5 continuous service will be required to complete the remaining portion of the six (6) months period
6 before being eligible to use vacation.

7 Any such reemployed worker shall be given credit for prior continuous service in
8 determining the employee's vacation accrual rate in accordance with the schedule established in
9 Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's original
10 appointment. A Commissioned Officer who retires and is rehired as a civilian employee will be
11 considered a new employee for vacation purposes.

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

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

20 **(q)** With the approval of the appointing authority, a retiring employee may be paid on the
21 payroll for accrued vacation in the month prior to retirement without inclusion in the employee's

1 final average compensation. An appointing authority may pay previously accrued vacation off in
2 a lump sum to an employee whose service with the City has terminated. Such payment shall be
3 made on the employee's last regular paycheck.

4 **(r)** Employees occupying excepted positions in the Classified Service shall be granted
5 vacation at the discretion of their appointing authority. An employee whose term in an excepted
6 position ends and who is then appointed to a permanent competitive position working fifty percent
7 (50 percent) time or more shall become eligible to accrue vacation leave with pay upon
8 appointment to the competitive position. Length of cumulative service for the purpose of
9 determining rate of vacation leave accrual shall be based on the employee's original date of
10 appointment to the excepted position, providing there was no break in service between expiration
11 of the excepted position and appointment to the permanent competitive position. The date of
12 appointment to the permanent competitive position shall be used to determine the appropriate rate
13 of vacation accrual for the corresponding length of cumulative service in accordance with the
14 schedule established in Section 17(b).

15 **(s)** Appointing authorities shall report leave with pay for vacation and such other authorized
16 absences as the Director of Personnel shall designate to the Department of Personnel in such form
17 and at such time as the Director of Personnel may require.

18 **SECTION 18.**

19 **SICK LEAVE**

20 **(a)** Employees (non-Police Division employees) ceased accruing sick leave beginning July 18,
21 2010. Employees in Section 2(a) or 2(b) employed by the Board of Police Commissioners prior

1 to September 1, 2013, employed by the City on September 1, 2013, and continuously employed
2 by the City ceased accruing sick leave on June 30, 2014. An employee may choose to use his/her
3 sick leave in accordance with regulations established by the Director of Personnel.

4 **(b)** An active employee who is a member of the Employees Retirement System or the
5 Firemen's Retirement System of the City of St. Louis, and who applies for retirement and
6 immediately retires from active service, shall receive payment for his/her sick leave balance less
7 any sick leave credited or paid to a member or used in the calculation of retirement benefits under
8 this or any other ordinance(s). If the Employees Retirement System or Firemen's Retirement
9 System provides for sick leave to be credited or paid to a member or used in the calculation of
10 retirement benefits, this payment shall be limited to a maximum of fifty percent (50 percent) of
11 the value of the employee's sick leave balance. If the Employees Retirement System of the City
12 of St. Louis provides for sick leave to be credited or paid to a member or used in the calculation
13 of retirement benefits, this payment shall be fifty percent (50 percent) of the value of the
14 employee's sick leave balance at time of retirement.

15 **(c)** If a member of the Employees Retirement System or the Firemen's Retirement System of
16 the City of St. Louis who had been otherwise eligible for Normal or Early Service Retirement dies
17 his/her estate may receive payment based on the calculation above on the employee's sick leave
18 balance, if any. Payment shall be made in accordance with the procedures established by the
19 Director of Personnel.

1 **(d)** An employee who is reemployed from an authorized layoff shall have his/her prior sick
2 leave balance if any restored, provided this balance has not been used in the determination of
3 pension benefits paid to the retiree.

4 **(e)** Commissioned officers will be granted sick leave at the rate of 3.70 hours bi-weekly. In
5 addition, military reinstatements will be credited, on the date of their reinstatement, with the
6 number of sick leave credits accumulated prior to entering the military. Officers hired prior to
7 April 20, 2011, may earn and bank sick leave hours on an unlimited basis until termination from
8 the Division.

9 **(f)** Commissioned officers hired prior to April 20, 2011, with thirty (30) years of service and
10 possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their
11 accumulated sick leave hours. Officers hired prior to April 20, 2011, who have at least twenty
12 (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation for
13 one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080 hours
14 divided by 12). All other officers hired prior to April 20, 2011, terminating their employment with
15 the Division will receive compensation for one-fourth of their accumulated sick leave hours at the
16 time of termination. These benefits are not granted to employees who have pled guilty, been found
17 guilty or otherwise convicted of a crime prior to termination.

18 **(g)** Employees in Section 2(a) or 2(b) formerly employed by the Board of Police
19 Commissioners prior to April 20, 2011, and continuously employed by the City with thirty (30)
20 years of service and possessing 2,200 accrued sick leave hours, will receive compensation for one-
21 half of their accumulated sick leave hours. Employees in Section 2(a) or 2(b) formerly employed

1 by the Board of Police Commissioners hired prior to April 20, 2011, and continuously employed
2 by the City who have at least twenty (20) years of service who possess 1,600 accrued sick leave
3 hours, will receive compensation for one-fourth of their accumulated sick leave hours, and also
4 receive 173.33 hour pay (2080 hours divided by 12). All other employees in Section 2(a) or 2(b)
5 employed by the Board of Police Commissioners prior to April 20, 2011, and continuously
6 employed by the City who terminate their employment with the Division will receive
7 compensation for one-fourth of their accumulated sick leave hours at the time of termination.
8 These benefits are not granted to employees who have pled guilty, been found guilty or otherwise
9 convicted of a crime prior to termination.

10 **(h)** All Commissioned officers, excluding Police Officer Trainees, shall accumulate sick bonus
11 time.

12 **(i)** There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay at
13 the current rate of compensation.

14 **SECTION 19.**

15 **MEDICAL LEAVE**

16 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
17 competitive positions working fifty percent (50 percent) time or more in accordance with
18 regulations and procedures established by the Director of Personnel.

19 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
20 hours of medical leave for each bi-weekly pay period of employment but must complete the entire
21 pay period to accrue the medical leave at the end of said pay period. This accrual rate is established

1 for employees working an average work week of forty (40) hours. Medical leave shall be
2 computed on a proportionate basis for employees whose average work week is more or less than
3 forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing
4 authority after completing twenty-six (26) weeks of continuous service.

5 (2) Employees in Section 2(a) or 2(b) hired by the Police Division on or after
6 September 1, 2013, shall accrue medical leave as stated above in Section 19(a)(1).

7 (3) Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners
8 before September 1, 2013, shall be entitled to all of the sick and medical leave accrued during such
9 employment. Subject to the provisions of Section 19(a), medical leave with pay shall be granted
10 at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the Board of
11 Police Commissioners before September 1, 2013, employed by the City and continuously
12 employed by the City on September 1, 2013.

13 (b) The Director of Personnel may establish a system of cash awards, paid time off or other
14 incentives to reward employees for perfect and near perfect attendance.

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

1 **(d)** If management decides to send their employees or a group of employees home due to
2 inclement weather, they will not lose their medical leave accrual for that pay period.

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

8 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior medical
9 leave balance and sick leave balance restored if any, provided any sick leave balance has not been
10 credited to the employee's length of service in determining pension benefits paid to the retiree. An
11 employee who is reemployed from an authorized layoff and who has a medical and/or sick leave
12 balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff
13 may take approved medical and/or sick leave upon reemployment.

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

18 **(h)** Employees shall not receive payment for any medical leave balance, and it shall not be
19 used in the calculation of retirement benefits or payments under this ordinance or any other
20 ordinance.

21 **(i)** There shall be no advancement of medical leave.

1 **LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

2 An employee may request a leave of absence, or an appointing authority may request a
3 leave of absence for an employee, for any reason under the City's general leave policy, or a
4 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
5 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
6 provisions and regulations as determined by the Director of Personnel.

7 **(a)** An appointing authority, with the approval of the Director of Personnel, may grant an
8 employee in a competitive position a general leave of absence without pay for a period of one (1)
9 year, which may be extended, with the prior approval of the Director of Personnel.

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

1 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
2 family/medical leave. The City of St. Louis will provide up to six (6) weeks of paid family/medical
3 leave, in accordance with the City's "Family/Medical Leave Policy."

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

7 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
8 prior to being placed on leave without pay status for approved Family and Medical Leave, except
9 employees can keep one (1) week of vacation hours (if they have accrued one (1) week of vacation
10 and are eligible to take them). Employees will be allowed to use all their compensatory time, if
11 requested by employee.

12 **(c)** Any employee in a competitive position who is appointed to an excepted position in the
13 Classified Service shall be granted an in-service leave without pay from the competitive position
14 during the term to which he/she is appointed to the excepted position. Such leave shall be for the
15 term of the appointment to the excepted position and until his/her successor qualifies. Upon the
16 expiration of the appointment to the excepted position, the employee shall be reinstated to the
17 competitive position he/she occupied immediately prior to the in-service leave. The employee
18 shall be reinstated to the competitive position as under a temporary promotion pursuant to Section
19 6(a)(2) of this ordinance. Employees who are returned to a competitive position shall retain any
20 vacation, compensatory time, sick leave, or medical leave balance in effect at the time of granting
21 of the leave of absence for appointment to the excepted position. Employees shall be given credit

1 for time spent in an excepted appointment in computing eligibility for additional vacation leave
2 accrual.

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

12 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
13 absence, except military leave, must take all accrued vacation at the start of the leave of absence
14 except as otherwise provided in this ordinance. Employees who are granted or placed on a non-
15 paid leave of absence will not accrue vacation, sick leave, and medical leave during the period of
16 non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow the
17 procedures as established in this Section 21 and any other applicable regulations and procedures
18 as established by the Director of Personnel.

19 **(f)** An appointing authority, with the prior approval of the Director of Personnel, may put an
20 employee on a forced leave of absence with or without pay pending the outcome of an investigation

1 or of a pending disciplinary action against the employee. Employees being placed on forced leave
2 may elect to be placed on either vacation leave or compensatory time.

3 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
4 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough
5 program.

6 **SECTION 22.**

7 **INSURANCE BENEFITS**

8 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
9 plans for life, health, medical, disability, and other insurance coverage deemed necessary for
10 employees in the Classified Service and other employees for the City and their dependents. The
11 Director of Personnel shall develop and administer programs to provide for such coverage. The
12 Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1st
13 of each year regarding coverage plans and the appropriate funding level. The Director shall then
14 be charged with the responsibility of establishing the applicable funding level and remittance rates
15 for the aforementioned plans and certify same to the Comptroller and Budget Director by March
16 1st of each year. The Director of Personnel may amend said rates as needed.

17 **SECTION 23.**

18 **DEATH BENEFIT**

19 In the event any employee of the City whose pay is established by this ordinance dies as a
20 result of injuries arising out of and in the course of his/her employment by the City, the City shall
21 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 Employees Retirement System of the City of St. Louis, the Firemen's Retirement System of the City of St. Louis, or the Firefighters Retirement Plan.

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," "M," "T" 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/her employment, shall promptly report such injury by accident or occupational disease to his/her 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.

1 The employee who suffers a personal injury as described in part (a) of this section, and
2 which results in temporary disability, may elect to use sick or medical leave for the first three (3)
3 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
4 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
5 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
6 days of disability will be restored to the employee's sick or medical leave balance. The City
7 Counselor shall determine the actual amount of compensation and length of time during which
8 payments are made for such temporary disability in accordance with the Missouri Workers'
9 Compensation Law.

10 **(b)** (1) Any employee in the competitive service whose class title and grade are established
11 in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by
12 accident or occupational disease while engaged in actual fire suppression, or related emergency
13 response activities on or about the premises where these activities are being performed, or during
14 transportation to and from the scene of the fire, or emergency, shall promptly report such injury to
15 his/her immediate supervisor. The injury shall be promptly reported through appropriate
16 management personnel to the Director of Personnel and the City Counselor. During the period of
17 temporary disability which has been determined by the City Counselor to be a result of an injury
18 by accident or occupational disease as defined above, the employee may be continued on the
19 payroll at the regular bi-weekly rate less any amount the employee would otherwise pay in taxes
20 on that portion of the benefit found to be exempt from taxation under the Missouri Workers'
21 Compensation Law, or the federal tax code. Disability leave may also be granted when an

1 employee suffers injury as a result of participation in Training Simulation of an exceptional and
2 highly dangerous nature wherein the appointing authority or the Director of the Department of
3 Public Safety has gained the approval of the Director of Personnel prior to such Training
4 Simulation.

5 (2) Any employee in the competitive service whose class title and grade are established
6 in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by
7 accident or occupational disease arising out of and in the regular course of employment while
8 engaged in or about the premises where his/her duties are being performed, except as otherwise
9 provided in Section 25(b)(1) above shall likewise, promptly report such injury to his/her immediate
10 supervisor, who shall report, through his/her appointing authority, all facts concerning the incident
11 to the City Counselor and the Director of Personnel. During any such period of temporary
12 disability, the employee shall be entitled to workers' compensation benefits as prescribed by State
13 Law.

14 (3) Employees in the competitive service whose pay is established in Section 2(d) of
15 this ordinance who suffer personal injury by accident or occupational disease arising out of and in
16 the regular course of employment shall receive compensation in accordance with Police Division
17 policies. Employees in the competitive service whose pay is established in Section 2(a) or 2(b) of
18 this ordinance and who were employed by the Board of Police Commissioners and who remain
19 employed by the Police Division who suffer personal injury by accident or occupational disease
20 arising out of and in the regular course of employment shall receive compensation in accordance
21 with Police Division policies.

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

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

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

12 SECTION 25.

13 JURY AND WITNESS LEAVE

14 (a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent (50
15 percent) time or more for such time when such employees are serving as jurors pursuant to order
16 of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
17 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
18 hours to his/her appointing authority and display to the appointing authority the summons which
19 the employee has received and shall give the appointing authority in writing the date and the time
20 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
21 Commissioner or the United States District Court system for jury service for days the employee

1 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
2 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
3 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
4 shall forthwith report to his/her appointing authority if discharged during their normally scheduled
5 work hours and shall submit to his/her appointing authority a written statement from the Jury
6 Commissioner certifying that the employee has served as a juror and the time and date so served.
7 The appointing authority shall, upon receipt of the statement of jury service, credit the employee
8 with paid jury leave for such service.

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

20 **SECTION 26.**

21 **DEFERRED COMPENSATION**

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

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

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

19 In the event Federal or State legislation is changed in a manner affecting and/or relating to
20 any of the aforementioned Deferred Compensation provisions contained in this Section, the Board
21 of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation

1 plan accordingly and may execute any and all documents necessary to achieve and effectuate the
2 recommended changes.

3 SECTION 27.

4 RETIREMENT

5 The following provisions shall apply to the Employees Retirement System:

6 (a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

7 (1) The annual compensation received by a member for the two (2) consecutive years
8 of creditable service in which the highest compensation was received preceding the termination of
9 his/her employment, and

10 (2) The balance of a member's sick leave on the date of retirement *less* sick leave hours
11 paid to the member upon termination of his/her employment and *less* sick leave hours considered
12 as creditable service for the purpose of determining eligibility for and/or calculation of retirement
13 benefits, except that said balance cannot exceed twenty-five percent (25 percent) of a member's
14 total sick leave on the date of retirement.

15 (b) If a member has less than two (2) consecutive years of creditable service his/her final
16 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and
17 then multiplied by (4) below:

18 (1) The sum of monthly compensation received by the member for each consecutive
19 month of creditable service immediately preceding the termination of his/her employment;

20 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
21 hours paid to the member upon termination of his/her employment and *less* sick leave hours

1 considered as creditable service for the purpose of determining eligibility for retirement benefits,
2 except that said balance cannot exceed twenty-five percent (25 percent) of a member's total sick
3 leave on the date of retirement.

4 (3) The number of consecutive months of creditable service immediately preceding the
5 termination of his/her employment, and

6 (4) Twelve (12).

7 The years of creditable service of a member shall be the number of years and completed
8 full calendar months of service during which he/she receives compensation from the first day of
9 the calendar month following the date of the beginning of each employment with an employer
10 until his/her employment is terminated, subject to the provisions of this section. The years of
11 creditable service of an employee (as that term is defined in Subsection 11 of Section Four of
12 Ordinance 66511) hired after the operative date (as that term is defined in Subsection 18 of Section
13 Four of Ordinance 66511) who had attained the age of sixty (60) years at initial employment shall
14 be the number of years and completed months of service during which he/she receives
15 compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988,
16 of the beginning of each employment with an employer until his/her employment is terminated.
17 No creditable service shall be granted for any period of employment before October 1, 1988, after
18 the calendar month in which the member attains age seventy (70). No creditable service for prior
19 employment shall be granted an employee who becomes a member after April 1, 1960, unless
20 he/she was employed by an employer on April 1, 1960.

1 A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be
2 considered as additional creditable service for calculation of retirement benefits under any
3 provision of this Ordinance 66511, as amended:

4 (a) Sick leave hours considered as creditable service for the purpose of determining
5 eligibility for retirement benefits, and

6 (b) Sick leave hours paid to the member upon termination of his/her employment, and

7 (c) Sick leave hours used in determining final average compensation.

8 **SECTION 28.**

9 **SEVERABILITY**

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

17 **SECTION 29.**

18 **REPEAL OF PREVIOUS ORDINANCES**

19 **Ordinance Number 71099** and all other ordinances or amendments, or parts thereof
20 conflicting with the provisions of this ordinance are hereby repealed.

21 **SECTION 30.**

1 **EMERGENCY CLAUSE**

2 This ordinance being deemed necessary for the immediate preservation of the public peace,
3 health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and
4 20 of the City Charter.

5 **INDEX TO COMPENSATION ORDINANCE**

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

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5	Employment Schedule	15
6	Holidays	16
7	Employees Excluded.....	2(j), 16
8	Hours of Work	14
9	Incentive and Award Program	2(o)
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14	Excepted Positions, Coverage of	21(c)
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16	Forced	21(f)
17	Interruption of Continuous Service.....	7(b)
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19	Military Leave.....	20
20	Minimum Hours of Work	14
21	Moving Expenses.....	2(m)

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2	Promotion.....	6
3	Reallocation	6
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8	Workers' Compensation.....	24
9	Approved:	

ORDINANCE 71099

BOARD BILL NUMBER 200 INTRODUCED BY: ALDERWOMAN CAROL HOWARD/ALDERWOMAN BETH MURPHY

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 70791**; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

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

SECTION 1.

ALPHABETICAL LIST OF CLASSES

(a) Beginning with the effective date of this ordinance, 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.

GRADE/					
TITLE	CODE	SCHEDULE	OVTM		
Abatement and Exemption Analyst	1424	15	G	3	
Account Clerk I	1141	10	G	3	
Account Clerk II	1142	11	G	3	

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1	Accountant	1442	14	G	2
2	Accounting Coordinator	1444	15	G	1
3	Accounting Manager	1446	17	M	1
4	Accounting Officer	1447	16	M	1
5	Accounting Supervisor	1443	15	M	1
6	Administrative Assistant I	1621	13	G	3
7	Administrative Assistant II	1622	14	G	3
8	Administrative Assistant III	1623	15	M	1
9	Administrative Assistant to the Mayor	1721	14	G	1
10	Air Pollution Inspector	3922	13	G	3
11	Airfield Maintenance Foreman	3322	14	G	3
12	Airfield Maintenance Supervisor	1638	15	M	2
13	Airfield Maintenance Worker	3324	12	G	3
14	Airfield Maintenance Worker (Lead)	3327	13	G	3
15	Airfield Operations Specialist	1631	14	G	3
16	Airfield Operations Specialist (Lead)	1635	15	G	3
17	Airfield Painter/Maintenance Worker	3247	36	T	3
18	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
19	Airport Assistant Director Air Service and				
20	Business Development	1688	19	M	1
21	Airport Assistant Director Community Programs	1655	19	M	1

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1	Airport Assistant Director Finance and Accounting	1651	19	M	1
2	Airport Assistant Director Planning and Engineering	1653	19	M	1
3	Airport Assistant Director Operations and				
4	Maintenance	1634	19	M	1
5	Airport Building Maintenance Supervisor	1684	14	M	2
6	Airport Deputy Director Finance and Administration	1686	21	M	1
7	Airport Deputy Director Operations	1639	21	M	1
8	Airport Deputy Director Planning and Development	1652	21	M	1
9	Airport Emergency Preparedness Coordinator	1630	14	G	3
10	Airport Fleet Maintenance Manager	3273	16	M	1
11	Airport Operations Supervisor	1636	16	M	2
12	Airport Planning Manager	1656	18	M	1
13	Airport Police Captain	2145	15	M	1
14	Airport Police Chief	2147	17	M	1
15	Airport Police Lieutenant	2144	14	G	2
16	Airport Police Officer	2141	12	G	3
17	Airport Police Sergeant	2143	13	G	3
18	Airport Power Plant Manager	1687	16	M	1
19	Airport Properties Division Manager	1654	18	M	1
20	Airport Properties Inspector	4222	13	G	3
21	Airport Properties Specialist	1681	14	G	3

1	Airport Properties Supervisor	1682	15	G	3
2	Airport Risk Manager	1683	15	G	3
3	Airport Traffic Officer	2172	9	G	3
4	Animal Care and Control Officer	2113	11	G	3
5	Animal Regulation Center Supervisor	2116	14	G	3
6	Arborist	3654	15	G	1
7	Architect	4433	15	G	1
8	Architectural Manager	4434	17	M	1
9	Assessor	1439	20	M	1
10	Asset Manager	1486	19	M	1
11	Assistant Fire Chief	2235	81	F	1
12	Assistant Mechanical Maintenance Worker	3412	9	G	3
13	Attorney I	2361	15	G	1
14	Attorney II	2362	17	G	1
15	Attorney III	2363	18	G	1
16	Attorney IV	2367	20	G	1
17	Attorney Manager	2364	20	M	1
18	Audit Coordinator	1474	15	G	1
19	Audit Manager	1475	17	M	1
20	Audit Supervisor	1473	16	M	1
21	Auditor I	1471	13	G	2

1	Auditor II	1472	14	G	2
2	Battalion Fire Chief	2227	77	F	1
3	Benefits Clerk	1541	10	G	3
4	Benefits Specialist	1545	12	G	3
5	Billing Supervisor	1192	14	G	3
6	Blacksmith	3231	36	T	3
7	Budget Analyst	1461	14	G	3
8	Budget Analyst (Senior)	1462	15	G	3
9	Budget Director	1468	21	M	1
10	Building Inspection Manager I	3856	16	M	1
11	Building Inspection Manager II	3857	17	M	1
12	Building Inspection Supervisor	3855	15	G	3
13	Building Inspector I	3851	36	T	3
14	Building Inspector II	3852	37	T	3
15	Building Maintenance and Operations Supervisor	3753	14	G	3
16	Building Maintenance Worker	3411	12	G	3
17	Buyer	1223	14	G	3
18	CAD Technician	4422	12	G	3
19	Capital Improvement Project Liaison	4344	15	G	3
20	Carpenter	3211	36	T	3
21	Carpenter (Lead)	3212	37	T	3

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1	Carpenter Foreman	3213	39	T	3
2	Cashier	1182	9	G	3
3	Cashier Supervisor	1184	11	G	3
4	Chemist I	3551	13	G	2
5	Chemist II	3552	14	G	2
6	Chemistry Supervisor	3553	16	G	1
7	Chief of Staff	1737	23	M	1
8	Chief Paramedic	5721	17	M	1
9	Chief Plan Examiner	4233	17	M	1
10	City Counselor	2368	22	M	1
11	City Court Administrator	1676	16	M	1
12	City Court Judge	2369	17	G	1
13	City Planning Executive	4143	19	M	1
14	City Register	1661	14	M	1
15	City Surveyor	4293	15	G	3
16	Civil Engineer I	4241	14	G	2
17	Civil Engineer II	4242	15	G	1
18	Civil Engineer III	4243	16	G	1
19	Civil Engineer III/Computer Network Coordinator	4244	16	G	1
20	Civil Engineer Supervisor	4245	16	M	1
21	Clerical Aide	1111	5	G	3

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1	Clerical Supervisor	1115	13	G	3
2	Clerk I	1112	8	G	3
3	Clerk II	1113	9	G	3
4	Clerk Typist I	1121	8	G	3
5	Clerk Typist II	1122	9	G	3
6	Clerk Typist III	1123	10	G	3
7	Client Service Coordinator I	6147	13	G	3
8	Client Service Coordinator II	6148	14	G	3
9	CODIS Administrator	2541	15	G	1
10	Commissioner of Buildings	3858	20	M	1
11	Commissioner of Communications	1811	17	M	1
12	Commissioner of Community Mediation	2389	17	M	1
13	Commissioner of Corrections	2373	20	M	1
14	Commissioner of Emergency Management	2181	17	M	1
15	Commissioner of Equipment Services	3277	19	M	1
16	Commissioner of Excise	2193	17	M	1
17	Commissioner of Facilities Management	3755	19	M	1
18	Commissioner of Forestry	3644	19	M	1
19	Commissioner of Health	5688	21	M	1
20	Commissioner of Parks	3645	19	M	1
21	Commissioner of Recreation	7137	19	M	1

1	Commissioner of Refuse	3135	19	M	1
2	Commissioner of Streets	4248	19	M	1
3	Commissioner of Supply	1229	18	M	1
4	Commissioner of Towing	3349	17	M	1
5	Commissioner of Traffic	4283	19	M	1
6	Commissioner of Water	4329	20	M	1
7	Commissioner of the Civilian Oversight Board	2179	17	M	1
8	Commissioner on the Disabled	6163	17	M	1
9	Communications Center Coordinator	2161	14	G	3
10	Communications Equipment Installer	1869	31	T	3
11	Communications Service Center Manager	1865	18	M	1
12	Communications Service Center Specialist I	1861	13	G	3
13	Communications Service Center Specialist II	1862	15	G	3
14	Communications Service Center Supervisor	1864	16	M	1
15	Community Development Planner I	4121	13	G	3
16	Community Development Planner II	4122	14	G	3
17	Community Development Planner III	4126	15	G	1
18	Community Development Research Analyst	4184	15	G	3
19	Community Development Specialist I	4123	13	G	3
20	Community Development Specialist II	4124	14	G	3
21	Community Development Supervisor	4127	15	M	1

1	Community Health Aide	5624	10	G	3
2	Community Program Aide	6171	10	G	3
3	Comptroller	1489	2	E	1
4	Computer Operations Supervisor	1327	13	M	1
5	Computer Operator I	1323	10	G	3
6	Computer Operator II	1324	11	G	3
7	Computer Programmer I	1331	13	G	3
8	Computer Programmer II	1332	14	G	3
9	Concrete Finisher	3283	36	T	3
10	Construction and Maintenance Manager	3759	17	M	1
11	Construction Equipment Foreman I	3334	39	T	3
12	Construction Equipment Foreman II	3335	40	T	3
13	Construction Equipment Operator I	3332	35	T	3
14	Construction Equipment Operator II	3333	36	T	3
15	Construction Project Leader	4346	15	G	3
16	Contract Compliance Officer	1662	14	G	2
17	Contract Specialist	1663	11	G	3
18	Contract Supervisor	1664	15	G	3
19	Correctional Case Worker	2337	12	G	3
20	Correctional Center Superintendent	2372	19	M	1
21	Correctional Chief of Security	2338	15	M	1

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1	Correctional Classification Assistant	2333	11	G	3
2	Correctional Investigator	2339	12	G	3
3	Correctional Officer I	2331	11	G	3
4	Correctional Officer II	2332	12	G	3
5	Correctional Program Manager	2374	16	M	1
6	Correctional Shift Supervisor	2335	14	G	3
7	Correctional Training Coordinator	2381	14	G	2
8	Correctional Training Officer	2384	13	G	3
9	Correctional Unit Manager	2375	15	M	1
10	Court Room Clerk	1118	9	G	3
11	Court Room Clerk Coordinator	1119	10	G	3
12	Criminalist I	2544	13	G	3
13	Criminalist II	2545	14	G	3
14	Criminalist Supervisor	2546	16	M	1
15	Cultural Resources Director	1674	18	M	1
16	Custodian	3711	6	G	3
17	Custodian (Lead)	3712	7	G	3
18	Customer Service Manager	1189	16	M	1
19	Customer Service Representative I	1116	10	G	3
20	Customer Service Representative II	1117	11	G	3
21	Customer Service Supervisor	1185	13	M	2

1	Data Entry Supervisor	1315	11	G	3
2	Data Processing Manager	1365	18	M	1
3	Deputy Airport Police Chief	2146	16	M	1
4	Deputy Assessor	1435	18	M	1
5	Deputy Budget Director	1467	17	M	1
6	Deputy Chief Paramedic	5724	16	M	1
7	Deputy City Counselor	2366	21	M	1
8	Deputy City Engineer	4316	21	M	1
9	Deputy Commissioner of Buildings	3859	19	M	1
10	Deputy Commissioner of Equipment Services	3275	17	M	1
11	Deputy Commissioner of Refuse	3134	17	M	1
12	Deputy Commissioner of Supply	1228	17	M	1
13	Deputy Comptroller	1488	21	M	1
14	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1
15	Deputy Director of Employment and Training	6228	18	M	1
16	Deputy Director of Personnel	1528	20	M	1
17	Deputy Director of Planning and Urban Design	4188	19	M	1
18	Deputy Director of Public Safety	2152	20	M	1
19	Deputy Fire Chief	2231	78	F	1
20	Deputy Marshal	2121	10	G	3
21	Detention Center Superintendent	2371	18	M	1

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1	Digital/Printing Press Operator	2412	31	T	3
2	Director of Airports	1658	23	M	1
3	Director of Civil Rights Enforcement Agency	6139	18	M	1
4	Director of Community Development	4144	22	M	1
5	Director of Employment and Training	6229	20	M	1
6	Director of Health and Hospitals	5589	23	M	1
7	Director of Human Services	6169	21	M	1
8	Director of Information Technology	1367	21	M	1
9	Director of Parks, Recreation and Forestry	3649	21	M	1
10	Director of Personnel	1529	22	M	1
11	Director of Planning and Urban Design	4186	20	M	1
12	Director of Public Safety	2151	22	M	1
13	Director of Public Utilities	4349	21	M	1
14	Director of Streets	4249	21	M	1
15	Disabled Services Representative	6173	11	G	3
16	DNA Technical Leader	2548	15	G	1
17	Document Specialist	5643	11	G	3
18	Electrical Engineer	4261	15	G	1
19	Electrical Engineer (Senior)	4262	16	G	1
20	Electrical Inspection Supervisor	3815	15	G	3
21	Electrical Inspector I	3811	36	T	3

1	Electrical Inspector II	3812	38	T	3
2	Electrical Supervisor	3226	15	M	2
3	Electrician	3223	36	T	3
4	Electrician (Lead)	3224	38	T	3
5	Electrician Foreman	3225	39	T	3
6	Electronic Control Systems Technician	3442	36	T	3
7	Electronic Instrument Technician	3443	36	T	3
8	Electronic Technician Supervisor	3444	39	T	3
9	Emergency Management Specialist	2183	15	G	1
10	Emergency Management System Technician	2182	36	T	3
11	Employment and Training Representative	6211	12	G	3
12	Employment and Training Specialist I	6213	13	G	3
13	Employment and Training Specialist II	6214	14	G	3
14	Employment and Training Specialist III	6215	15	G	3
15	Employment and Training Specialist IV	6218	17	G	1
16	EMS Communications Supervisor	5723	14	M	2
17	EMS Dispatcher	5731	11	G	3
18	EMS Inventory Supervisor	5722	12	G	3
19	EMS Lead Dispatcher	5732	12	G	3
20	EMS Training Specialist	5719	14	G	3
21	EMT (Emergency Medical Technician)	5714	11	G	4

1	Engineering Manager I	4312	17	M	1
2	Engineering Manager II	4313	18	M	1
3	Engineering Technician I	4224	13	G	3
4	Engineering Technician II	4225	14	G	3
5	Engineering Technician Supervisor	4226	15	M	2
6	Environmental Court Coordinator	3881	15	M	1
7	Environmental Engineer	4254	15	G	1
8	Environmental Health Officer	5622	13	G	3
9	Environmental Health Supervisor	5638	14	G	2
10	Environmental Regulatory Compliance and Safety				
11	Manager	1659	19	M	1
12	Epidemiologist	5642	16	G	1
13	Estimator	4223	13	G	3
14	Executive Assistant I	1628	16	G	1
15	Executive Assistant II	1629	17	M	1
16	Executive Assistant to the Mayor	1725	20	M	1
17	Executive Director for Development	1728	23	M	1
18	Executive Director for Operations	1736	23	M	1
19	Executive Director of the Affordable Housing				
20	Commission	1722	19	M	1
21	Executive Secretary I	1134	12	G	3

1	Executive Secretary II	1135	14	G	2
2	Executive Secretary to the Comptroller	1136	14	G	2
3	Executive Secretary to the Mayor	1727	21	M	1
4	Exercise Physiologist	2572	13	G	3
5	Facilities Maintenance Worker	3419	35	T	3
6	Financial Analyst	1482	15	G	1
7	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
8	Fingerprint Manager	2549	16	M	1
9	Fingerprint Technician Supervisor	2557	14	G	3
10	Fire Alarm Manager	2216	74	F	1
11	Fire Captain	2226	72	F	3
12	Fire Commissioner	2239	83	F	1
13	Fire Equipment Dispatcher	2212	69	F	3
14	Fire Private	2222	69	F	3
15	Firearms Examiner	2551	13	G	3
16	Firearms Examiner Supervisor	2553	16	M	2
17	Fiscal Manager	1448	18	M	1
18	Fiscal Officer I	1492	16	G	1
19	Fiscal Officer II	1493	17	G	1
20	Fiscal Operations Support Manager	1491	19	M	1
21	Fitness Programs Supervisor	2573	14	G	3

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1	Fleet Body Repair Specialist	3288	35	T	3
2	Fleet Maintenance Foreman I	3266	39	T	3
3	Fleet Maintenance Foreman II	3267	40	T	3
4	Fleet Maintenance Manager	3274	16	M	1
5	Fleet Maintenance Parts Specialist	3287	31	T	3
6	Fleet Maintenance Parts Supervisor	3284	33	T	3
7	Fleet Maintenance Technician I	3261	31	T	3
8	Fleet Maintenance Technician II	3262	35	T	3
9	Fleet Maintenance Technician III	3263	37	T	3
10	Fleet Maintenance Technician IV	3265	38	T	3
11	Food Establishment Inspector	5631	13	G	3
12	Forensic Science Technician	2555	11	G	3
13	Forestry Foreman	3641	11	G	3
14	Forestry Supervisor	3622	13	G	3
15	Gardener	3632	10	G	3
16	Gardener Supervisor	3633	11	G	3
17	GIS Specialist I/Graphic Designer	4111	13	G	3
18	GIS Specialist II/Graphic Designer	4112	14	G	3
19	GIS/Graphic Design Manager	4113	15	M	1
20	GIS Systems Manager	1361	17	M	1
21	Government Services Administrator	1627	17	M	1

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1	Government Services Analyst	1625	16	G	1
2	Grants Administrator	1453	15	M	1
3	Grants Manager	1455	17	M	1
4	Graphic Arts Technician	4187	37	T	3
5	Graphic Designer	4182	12	G	3
6	Health Care Compliance Specialist	5515	14	G	3
7	Health Education Planner	5696	12	G	3
8	Health Marketing Administrator	5685	16	G	1
9	Health Planning Executive	5571	17	M	1
10	Health Services Manager I	5681	17	M	1
11	Health Services Manager II	5682	18	M	1
12	Heavy Equipment Operator I	3325	10	G	3
13	Heavy Equipment Operator II	3326	11	G	3
14	Historic Preservation Planner I	4192	13	G	3
15	Historic Preservation Planner II	4193	14	G	3
16	Housekeeping Manager	3719	14	M	2
17	Housekeeping Supervisor I	3715	11	G	3
18	Housekeeping Supervisor II	3716	13	G	3
19	Housing Development Analyst	4125	14	G	3
20	Housing Development Analyst (Senior)	4128	15	G	3
21	Human Relations Specialist	6131	13	G	3

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1	Human Resources Manager	1523	18	M	1
2	Human Resources Specialist I	1513	13	G	3
3	Human Resources Specialist II	1514	14	G	3
4	Human Resources Specialist III	1515	15	G	3
5	Human Resources Specialist IV	1516	16	G	1
6	HVAC Foreman	3418	39	T	3
7	HVAC Mechanic	3417	36	T	3
8	Information Security Administrator	1369	17	G	1
9	Information Systems Administrator	1362	20	M	1
10	Information Systems Coordinator	1322	13	G	3
11	Information Systems Support Manager	1363	19	M	1
12	Internet Services Manager	1368	18	M	1
13	Inventory Control Specialist	1214	8	G	3
14	Inventory Control Technician I	1211	8	G	3
15	Inventory Control Technician II	1212	9	G	3
16	Inventory Coordinator	1215	10	G	3
17	Inventory Supervisor	1213	11	G	3
18	Investigative Assistant	2579	13	G	3
19	Labor Foreman I	3121	12	G	3
20	Labor Foreman II	3125	13	G	3
21	Labor Supervisor	3128	14	M	2

1	Laboratory Director	3555	17	M	1
2	Laboratory Manager	2542	17	M	1
3	Laboratory Supervisor	5463	16	M	1
4	Laboratory Technician	3554	11	G	3
5	Landscape Supervisor	3634	14	G	3
6	Latent Fingerprint Examiner	2554	14	G	3
7	Lead Abatement Inspector	5626	13	G	3
8	Lead Abatement Worker	5625	11	G	3
9	Lead Abatement Worker (Lead)	5627	12	G	3
10	Legal Investigator I	2351	13	G	3
11	Legal Investigator II	2352	14	G	3
12	Legal Secretary	1151	12	G	3
13	Librarian	2575	14	G	3
14	Licensed Practical Nurse	5181	11	G	3
15	Lifeguard	7111	5	G	3
16	Lifeguard Supervisor	7112	7	G	3
17	Liquor Control Officer	2191	11	G	3
18	Liquor Control Supervisor	2192	14	G	3
19	Locksmith	3416	35	T	3
20	Machine Shop Foreman	3238	38	T	3
21	Machinist	3233	36	T	3

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1	Mail Room Supervisor	1186	14	G	3
2	Mayor	1739	3	E	1
3	Mechanical Engineer	4271	15	G	1
4	Mechanical Engineer (Senior)	4272	16	G	1
5	Mechanical Equipment Inspection Supervisor	3845	15	M	1
6	Mechanical Inspector I	3841	36	T	3
7	Mechanical Inspector II	3843	38	T	3
8	Mechanical Maintenance Foreman	3415	38	T	3
9	Mechanical Maintenance Worker	3413	35	T	3
10	Medical Service Coordinator	6149	14	G	3
11	Medical Technologist	5461	13	G	3
12	Medical Technologist (Lead)	5462	14	G	3
13	Messenger/Mail Clerk	1181	5	G	3
14	Microcomputer Support Specialist	1328	11	G	3
15	Municipal Parking Garage Manager	3133	14	M	1
16	Neighborhood Development Executive	3872	17	M	1
17	Neighborhood Improvement Specialist	3871	14	G	3
18	Neighborhood Improvement Supervisor	3873	15	G	3
19	Network Systems Manager	1364	19	M	1
20	Nurse Practitioner	5131	16	G	1
21	Nutrition Program Coordinator	5664	14	G	2

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1	Painter	3242	36	T	3
2	Painter (Lead)	3243	37	T	3
3	Painter Foreman	3245	39	T	3
4	Paralegal	2365	12	G	3
5	Paramedic	5717	13	G	4
6	Paramedic Crew Chief	5718	14	G	4
7	Paramedic Supervisor	5716	15	G	4
8	Park Facilities Maintenance Superintendent	3617	16	M	1
9	Park Maintenance Manager	3618	16	M	1
10	Park Ranger	2132	10	G	3
11	Park Ranger Supervisor	2133	11	G	3
12	Park Supervisor I	3612	12	G	3
13	Park Supervisor II	3613	13	G	3
14	Parking Garage Attendant	3114	6	G	3
15	Parking Garage Attendant (Lead)	3115	8	G	3
16	Parkkeeper	3611	11	G	3
17	Parole and Probation Officer	2321	13	G	3
18	Parole and Probation Supervisor	2324	15	M	1
19	Payroll Manager	1449	17	M	1
20	Payroll Specialist I	1171	10	G	3
21	Payroll Specialist II	1172	11	G	3

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1	Payroll Specialist III	1174	12	G	3
2	Payroll Supervisor	1173	14	G	3
3	Permit Supervisor	1673	14	M	1
4	Personal Property Appraisal Manager	1415	15	M	1
5	Personal Property Appraisal Supervisor	1413	14	M	2
6	Personal Property Appraiser I	1411	11	G	3
7	Personal Property Appraiser II	1412	12	G	3
8	Pest Control Worker	5699	9	G	3
9	Photographer I	2558	10	G	3
10	Photographer II	2559	11	G	3
11	Physician	5553	18	G	1
12	Pipefitter	3254	36	T	3
13	Plan Examiner	4232	14	G	2
14	Plumber	3251	36	T	3
15	Plumber Foreman	3253	39	T	3
16	Plumbing Inspection Supervisor	3824	15	M	1
17	Plumbing Inspector I	3821	36	T	3
18	Plumbing Inspector II	3822	38	T	3
19	Police Assistant Chief	2536	81	D	1
20	Police Captain	2526	74	D	1
21	Police Commissioner	2538	83	D	1

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1	Police Dispatch Manager	2568	15	M	1
2	Police Dispatch Supervisor	2566	13	G	3
3	Police Dispatcher I	2563	10	G	3
4	Police Dispatcher II	2564	11	G	3
5	Police Lieutenant	2524	72	D	1
6	Police Lieutenant Colonel	2534	78	D	1
7	Police Major	2532	77	D	1
8	Police Officer	2514	69	D	3
9	Police Planner I	2591	13	G	3
10	Police Planner II	2592	15	G	3
11	Police Planning Manager	2593	17	M	1
12	Police Probationary Officer	2513	69	D	3
13	Police Sergeant	2522	71	D	3
14	Polygraph Examiner	2576	14	G	3
15	President, Board of Aldermen	1748	1	E	1
16	President, Board of Public Service	4348	23	M	1
17	Printing and Duplicating Graphics Manager	2413	15	M	1
18	Printing Supervisor	2414	13	G	3
19	Prisoner Processing Clerk	2582	9	G	3
20	Prisoner Processing Supervisor	2584	13	G	3
21	Probationary Fire Equipment Dispatcher	2211	69	F	3

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1	Probationary Fire Private	2221	69	F	3
2	Process Control Specialist	4265	15	G	2
3	Procurement Specialist	1225	13	G	3
4	Procurement/Purchasing Manager I	1226	16	M	1
5	Procurement/Purchasing Manager II	1227	17	M	1
6	Program Coordinator	1698	14	G	3
7	Program Manager I	1693	15	M	1
8	Program Manager II	1694	16	M	1
9	Program Specialist I	1696	11	G	3
10	Program Specialist II	1691	12	G	3
11	Program Supervisor	1692	13	G	3
12	Program Worker	7312	5	G	3
13	Programmer/Analyst I	1341	15	G	2
14	Programmer/Analyst II	1342	16	G	2
15	Programmer/Analyst III	1343	17	G	2
16	Public Health Education Coordinator	5648	15	G	2
17	Public Health Educator	5695	15	G	3
18	Public Health Intake Supervisor	5646	15	G	2
19	Public Health Intake Worker	5647	12	G	3
20	Public Health Nurse I	5651	14	G	3
21	Public Health Nurse II	5653	15	G	3

1	Public Health Nurse III	5654	16	G	2
2	Public Health Nursing Supervisor	5655	17	M	1
3	Public Health Program Representative	5693	13	G	3
4	Public Health Program Specialist	5691	14	G	3
5	Public Health Program Supervisor	5694	15	G	2
6	Public Information Manager	1617	18	M	1
7	Public Information Officer I	1614	13	G	2
8	Public Information Officer II	1615	15	G	1
9	Public Information Officer Supervisor	1616	15	M	1
10	Public Information Officer to the Comptroller	1618	15	G	1
11	Public Information Officer to the Mayor	1613	16	G	1
12	Public Nuisance Inspector	3861	10	G	3
13	Public Safety Specialist	2136	15	G	1
14	Real Estate Records Clerk	1668	10	G	3
15	Real Estate Records Manager	1426	14	M	1
16	Real Estate Specialist	1667	13	G	3
17	Real Property Appraisal Manager	1429	17	M	1
18	Real Property Appraisal Supervisor I	1428	15	M	1
19	Real Property Appraisal Supervisor II	1427	16	M	1
20	Real Property Appraiser I	1421	13	G	3
21	Real Property Appraiser II	1422	14	G	3

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1	Receptionist	1161	8	G	3
2	Receptionist to the Mayor	1162	9	G	3
3	Records Retention Supervisor	1187	14	G	3
4	Recreation Area Manager	7118	16	M	1
5	Recreation Assistant	7116	7	G	3
6	Recreation Leader	7117	10	G	3
7	Recreation Supervisor I	7114	12	G	3
8	Recreation Supervisor II	7115	14	M	2
9	Refuse Route and Safety Coordinator	3931	11	G	3
10	Refuse Superintendent	3131	16	M	1
11	Registered Nurse I	5121	14	G	3
12	Registered Nurse II	5122	15	G	3
13	Research Analyst to the Mayor	1729	16	G	1
14	Safety Officer I	1531	13	G	3
15	Safety Officer II	1532	14	G	3
16	Safety Officer III	1533	15	G	3
17	School Crossing Guard	2174	5	G	3
18	Secretary and Stenographer to the Mayor	1138	11	G	3
19	Secretary I	1131	9	G	3
20	Secretary II	1132	10	G	3
21	Secretary to the Board of Estimate and Apportionment	1137	12	G	3

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1	Secretary to the Board of Public Service	1671	14	M	1
2	Security Officer	2131	10	G	3
3	Senior Fire Equipment Dispatcher	2215	72	F	3
4	Senior Plan Examiner	4234	15	G	1
5	Senior Plan Examiner/Code Development Specialist	4235	16	G	1
6	Solid Waste Route Foreman	3127	13	G	3
7	Soulard Market Manager	3757	15	M	1
8	Special Assistant for Development	1724	17	M	1
9	Special Assistant to the Comptroller	1672	16	G	1
10	Special Assistant to the Mayor	1723	17	G	1
11	Special Assistant to the Water Commissioner	3538	17	M	1
12	Special Events Program Executive	1697	18	M	1
13	Specialist on Aging I	6121	13	G	3
14	Specialist on Aging II	6122	14	G	3
15	Stable Attendant	2577	9	G	3
16	Stationary Engineer	3423	36	T	3
17	Street and Traffic Inspection Supervisor	3956	14	M	1
18	Street and Traffic Inspector	3954	11	G	3
19	Street and Traffic Liaison	1643	14	M	1
20	Street Lighting Superintendent	3229	16	M	1
21	Street Maintenance Superintendent	3132	16	M	1

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1	Sunshine Law Administrator	1626	17	M	1
2	Superintendent of Soldiers' Memorial	3756	14	M	1
3	Supervising Deputy Marshal	2124	11	G	3
4	Supervising Stationary Engineer	3428	15	M	2
5	Supervisor-STD Intervention and Outreach Program	5649	15	M	2
6	Survey Projects Coordinator	4246	15	G	1
7	Systems Analyst	1351	15	G	2
8	Systems Analyst Senior	1353	17	G	1
9	Systems Development Manager	1366	19	M	1
10	Systems Development Specialist	1355	17	G	2
11	Systems Project Leader	1352	18	M	1
12	Technical Support Specialist I	1371	15	G	3
13	Technical Support Specialist II	1372	16	G	3
14	Telecommunications Inspector	1824	13	G	3
15	Telecommunications Maintenance Supervisor	1854	13	G	3
16	Telecommunications Specialist	1853	14	G	3
17	Telecommunications Supervisor	2173	12	G	3
18	Telecommunications Technician	1855	12	G	3
19	Telecommunicator	2171	10	G	3
20	Tow Truck Operator	3311	10	G	3
21	Towing Services Foreman	3313	11	G	3

1	Towing Services Supervisor	3314	14	M	2
2	Trades Helper	3281	31	T	3
3	Traffic Control Supervisor	3439	14	M	3
4	Traffic Engineer	4281	15	G	1
5	Traffic Engineer (Senior)	4282	16	G	1
6	Traffic Engineering Manager	4284	17	M	1
7	Transportation Center Operations Specialist	3752	11	G	3
8	Transportation Center Operations Supervisor	3751	16	M	1
9	Tree Trimmer	3621	10	G	3
10	Urban Designer	4185	14	G	3
11	Urban Forester	3652	14	G	2
12	Urban Forestry Assistant	3651	11	G	3
13	Urban Forestry Superintendent	3656	16	M	1
14	Utility Locator	3119	12	G	3
15	Utility Worker	3117	9	G	3
16	Utility Worker (Lead)	3118	10	G	3
17	Veterinarian	2119	16	G	1
18	Veterinarian Technician	2118	11	G	3
19	Video Engineer	1823	40	T	3
20	Video Production Manager	1812	16	M	1
21	Video Production Specialist	1822	36	T	3

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1	Video Production Supervisor	1821	40	T	3
2	Water Distribution Executive	4314	19	M	1
3	Water Distribution Superintendent	3535	16	M	1
4	Water Distribution Supervisor	3534	14	M	2
5	Water Maintenance Foreman	3517	13	G	3
6	Water Maintenance Technician	3518	12	G	3
7	Water Meter Worker	3521	10	G	3
8	Water Meter Worker Supervisor	3522	13	G	3
9	Water Plant Maintenance Foreman	3543	39	T	3
10	Water Plant Maintenance Manager	3531	17	M	1
11	Water Plant Maintenance Mechanic	3541	36	T	3
12	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
13	Water Production Engineer	3536	17	M	1
14	Water Production Executive	4315	19	M	1
15	Water Services Manager	3537	14	M	1
16	Water Treatment Plant Operator	3515	36	T	3
17	Water Treatment Plant Supervisor I	3514	38	T	3
18	Water Treatment Plant Supervisor II	3519	39	T	3
19	Web Development Specialist I	1345	14	G	2
20	Web Development Specialist II	1346	15	G	2
21	Welder	3235	36	T	3

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1	Workers Compensation Specialist	1543	13	G	3
2	Zoning Administrator	4165	16	M	1
3	Zoning Inspector	4163	10	G	3
4	Zoning Specialist	4162	12	G	3

5

6

SECTION 2.

7

OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

8

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

15

(a) GENERAL AND MANAGEMENT PAY SCHEDULE:

17

18 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
19 "G" or "M" shall continue to be in effect through June 20, 2020.

20

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

21

Grade	5	6	7	8	9	10	11	12	13
Step									
1	713	773	840	912	989	1074	1169	1270	1400
2	724	785	853	926	1004	1090	1187	1289	1421
3	735	796	865	940	1019	1106	1204	1308	1442
4	746	808	878	954	1034	1123	1222	1328	1464
5	757	820	892	968	1050	1140	1241	1348	1486
6	768	833	905	982	1065	1157	1259	1368	1508
7	780	845	918	997	1081	1174	1278	1389	1531
8	791	858	932	1012	1098	1192	1297	1410	1554
9	803	871	946	1027	1114	1210	1317	1431	1577
10	815	884	960	1043	1131	1228	1337	1452	1601
11	827	897	975	1058	1148	1246	1357	1474	1625
12	840	911	989	1074	1165	1265	1377	1496	1649
13	852	924	1004	1090	1182	1284	1398	1518	1674
14	865	938	1019	1107	1200	1303	1419	1541	1699
15	878	952	1035	1123	1218	1323	1440	1564	1724
16	891	966	1050	1140	1236	1343	1462	1588	1750
17	905	981	1066	1157	1255	1363	1483	1612	1777
18	918	996	1082	1175	1274	1383	1506	1636	1803
19	932	1011	1098	1192	1293	1404	1528	1660	1830
20	946	1026	1115	1210	1312	1425	1551	1685	1858
21	960	1041	1131	1228	1332	1447	1574	1711	1886
22	975	1057	1148	1247	1352	1468	1598	1736	1914
23	989	1073	1166	1265	1372	1490	1622	1762	1943

24	1004	1089	1183	1284	1393	1513	1646	1789	1972
25	1019	1105	1201	1304	1414	1535	1671	1815	2001
26	1035	1122	1219	1323	1435	1558	1696	1843	2031
27	1050	1138	1237	1343	1457	1582	1722	1870	2062
28	1066	1155	1256	1363	1478	1605	1747	1898	2093
29	1082	1173	1274	1384	1501	1629	1774	1927	2124
30	1114	1208	1313	1425	1546	1679	1827	1985	2188

1

Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667

16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2509	2881	3304	3795	4357	5005	5749	6206	6699	7233

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2 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G"
3 or "M" shall become effective beginning with the bi-weekly pay period starting June 21,
4 2020.

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

Grade	5	6	7	8	9	10	11	12	13
Step									
1								1270	1400
2								1289	1421

3				1204	1308	1442
4				1222	1328	1464
5				1241	1348	1486
6				1259	1368	1508
7				1278	1389	1531
8				1297	1410	1554
9			1210	1317	1431	1577
10			1228	1337	1452	1601
11			1246	1357	1474	1625
12			1265	1377	1496	1649
13			1284	1398	1518	1674
14		1200	1303	1419	1541	1699
15		1218	1323	1440	1564	1724
16		1236	1343	1462	1588	1750
17		1255	1363	1483	1612	1777
18		1274	1383	1506	1636	1803
19		1293	1404	1528	1660	1830
20	1210	1312	1425	1551	1685	1858
21	1228	1332	1447	1574	1711	1886
22	1247	1352	1468	1598	1736	1914
23	1265	1372	1490	1622	1762	1943
24	1284	1393	1513	1646	1789	1972
25	1201	1304	1414	1535	1671	2001
26	1219	1323	1435	1558	1696	2031
27	1237	1343	1457	1582	1722	2062

28			1256	1363	1478	1605	1747	1898	2093
29			1274	1384	1501	1629	1774	1927	2124
30	1200	1208	1313	1425	1546	1679	1827	1985	2188

1

Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015

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20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2509	2881	3304	3795	4357	5005	5749	6206	6699	7233

1

2 **(b) TRADES PAY SCHEDULE:**

3

4 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
5 "T" shall continue to be in effect through June 20, 2020.

6

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

Grade	31	32	33	34	35	36	37	38	39	40
Step										
1	1119	1171	1223	1281	1340	1403	1470	1536	1609	1685
2	1136	1189	1241	1300	1360	1424	1492	1559	1633	1710
3	1153	1206	1260	1320	1381	1445	1514	1582	1658	1736
4	1170	1224	1279	1340	1401	1467	1537	1606	1682	1762

5	1188	1243	1298	1360	1422	1489	1560	1630	1708	1788
6	1205	1261	1318	1380	1444	1511	1584	1655	1733	1815
7	1224	1280	1337	1401	1465	1534	1607	1680	1759	1842
8	1242	1300	1357	1422	1487	1557	1631	1705	1786	1870
9	1261	1319	1378	1443	1510	1580	1656	1730	1813	1898
10	1279	1339	1398	1465	1532	1604	1681	1756	1840	1927
11	1299	1359	1419	1487	1555	1628	1706	1783	1867	1956
12	1318	1379	1441	1509	1578	1653	1732	1809	1895	1985
13	1338	1400	1462	1532	1602	1677	1758	1836	1924	2015
14	1358	1421	1484	1555	1626	1703	1784	1864	1953	2045
15	1378	1442	1506	1578	1651	1728	1811	1892	1982	2076
16	1399	1464	1529	1602	1675	1754	1838	1920	2012	2107
17	1420	1486	1552	1626	1700	1780	1865	1949	2042	2138
18	1441	1508	1575	1650	1726	1807	1893	1978	2072	2170
19	1463	1531	1599	1675	1752	1834	1922	2008	2104	2203
20	1485	1554	1623	1700	1778	1862	1951	2038	2135	2236
21	1507	1577	1647	1725	1805	1890	1980	2069	2167	2269
22	1530	1601	1672	1751	1832	1918	2010	2100	2200	2303
23	1553	1625	1697	1777	1859	1947	2040	2131	2233	2338
24	1576	1649	1722	1804	1887	1976	2070	2163	2266	2373
25	1600	1674	1748	1831	1916	2006	2101	2196	2300	2409
26	1624	1699	1775	1859	1944	2036	2133	2229	2335	2445
27	1648	1725	1801	1887	1973	2066	2165	2262	2370	2482
28	1673	1750	1828	1915	2003	2097	2197	2296	2405	2519
29	1698	1777	1856	1944	2033	2129	2230	2330	2441	2557

30 1863 1948 2040 2137 2230 2341 2450 2559 2686 2807

1

2 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix "T"
3 shall become effective beginning with the bi-weekly pay period starting June 21, 2020.

4

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

Grade	31	32	33	34	35	36	37	38	39	40
Step										
1			1223	1281	1340	1403	1470	1536	1609	1685
2			1241	1300	1360	1424	1492	1559	1633	1710
3		1206	1260	1320	1381	1445	1514	1582	1658	1736
4		1224	1279	1340	1401	1467	1537	1606	1682	1762
5		1243	1298	1360	1422	1489	1560	1630	1708	1788
6	1205	1261	1318	1380	1444	1511	1584	1655	1733	1815
7	1224	1280	1337	1401	1465	1534	1607	1680	1759	1842
8	1242	1300	1357	1422	1487	1557	1631	1705	1786	1870
9	1261	1319	1378	1443	1510	1580	1656	1730	1813	1898
10	1279	1339	1398	1465	1532	1604	1681	1756	1840	1927
11	1299	1359	1419	1487	1555	1628	1706	1783	1867	1956
12	1318	1379	1441	1509	1578	1653	1732	1809	1895	1985
13	1338	1400	1462	1532	1602	1677	1758	1836	1924	2015
14	1358	1421	1484	1555	1626	1703	1784	1864	1953	2045
15	1378	1442	1506	1578	1651	1728	1811	1892	1982	2076
16	1399	1464	1529	1602	1675	1754	1838	1920	2012	2107

17	1420	1486	1552	1626	1700	1780	1865	1949	2042	2138
18	1441	1508	1575	1650	1726	1807	1893	1978	2072	2170
19	1463	1531	1599	1675	1752	1834	1922	2008	2104	2203
20	1485	1554	1623	1700	1778	1862	1951	2038	2135	2236
21	1507	1577	1647	1725	1805	1890	1980	2069	2167	2269
22	1530	1601	1672	1751	1832	1918	2010	2100	2200	2303
23	1553	1625	1697	1777	1859	1947	2040	2131	2233	2338
24	1576	1649	1722	1804	1887	1976	2070	2163	2266	2373
25	1600	1674	1748	1831	1916	2006	2101	2196	2300	2409
26	1624	1699	1775	1859	1944	2036	2133	2229	2335	2445
27	1648	1725	1801	1887	1973	2066	2165	2262	2370	2482
28	1673	1750	1828	1915	2003	2097	2197	2296	2405	2519
29	1698	1777	1856	1944	2033	2129	2230	2330	2441	2557
30	1863	1948	2040	2137	2230	2341	2450	2559	2686	2807

1

2 **(c) FIRE DIVISION PAY SCHEDULE:**

3

4 The bi-weekly pay schedule for all pay grades denoted by the suffix “F” will be adopted
5 in accordance with Section 31 of Article XVIII of the City Charter. The Director of Personnel
6 shall establish such regulations and procedures as are necessary to place the Fire Division Pay
7 Schedule in effect. The following bi-weekly pay schedule for all pay grades denoted with the
8 suffix "F" shall continue to be in effect following the effective date of this ordinance.

9

FIRE BI-WEEKLY RANGE OF PAY

Class Codes								
	2211	2212	2215					
	2221	2222	2226	2216	2227	2231	2235	2239
Current								
Years								
of								
Service	69F	69F	72F	74F	77F	78F	81F	83F
0	1839.05							
1		1890.02						
2		1937.20						
3		2024.78						
4		2068.10						
5		2124.38						
6		2180.68						
7		2288.65	2827.85					
8		2366.12	2926.71					
9		2446.37	3028.84	3259.41				
10		2453.53	3035.93	3266.54				
11		2475.95	3042.98	3273.67	3538.62			
12		2483.41	3050.15	3280.76	3545.75	3628.13	3794.04	4416.59
13		2490.46	3057.23	3287.89	3552.75	3736.10	3902.01	4430.72
14		2497.51	3064.32	3294.94	3559.89	3743.15	3909.10	4444.89
15		2504.68	3071.41	3302.02	3566.97	3750.32	3916.32	4459.07

16	2511.73	3078.45	3309.12	3574.11	3757.35	3923.28	4473.29
17	2518.90	3085.62	3316.24	3580.72	3764.54	3930.49	4487.46
18	2525.95	3092.72	3326.34	3588.24	3771.55	3937.55	4501.59
19	2532.99	3099.88	3330.41	3595.36	3778.63	3944.59	4515.85
20	2540.12	3106.90	3337.51	3602.50	3785.76	3951.81	4530.07
21	2547.21	3114.01	3344.58	3609.59	3792.84	3958.80	4544.20
22	2554.29	3121.15	3351.73	3616.63	3800.01	3965.94	4558.37
23	2561.42	3128.24	3358.86	3623.72	3807.02	3973.03	4572.60
24	2568.48	3135.36	3365.95	3630.81	3814.23	3980.11	4586.68
25	2575.60	3142.42	3373.08	3637.98	3821.23	3987.28	4600.95
26	2582.70	3149.50	3380.17	3645.07	3828.33	3994.29	4615.17
27	2589.86	3156.63	3387.21	3652.11	3835.51	4001.42	4629.43
28	2596.91	3163.72	3394.34	3659.16	3842.51	4008.42	4643.61
29	2603.95	3170.72	3401.43	3666.33	3849.69	4015.59	4657.70
30	2611.04	3177.89	3408.43	3673.42	3856.69	4022.77	4671.96

1

2 **(d) POLICE DIVISION PAY SCHEDULE:**

3

4 The following bi-weekly pay schedule for all pay grades denoted with the suffix "D"

5 shall continue to be in effect following the effective date of this ordinance.

6

POLICE BI-WEEKLY RANGE OF PAY

Class Codes

	2513	2514	2522	2524	2526	2532	2534	2536	2538
Current									
Years									
of									
Service	69D	69D	71D	72D	74D	77D	78D	81D	83D
0	1839.05								
1		1890.02							
2		1937.20							
3		2024.78							
4		2068.10							
5		2124.38	2480.62						
6		2180.68	2486.79						
7		2288.65	2612.41	2827.85					
8		2366.12	2702.78	2926.71					
9		2446.37	2796.12	3028.84	3259.41				
10		2453.53	2803.20	3035.93	3266.54				
11		2475.95	2810.35	3042.98	3273.67	3538.62			
12		2483.41	2817.39	3050.15	3280.76	3545.75	3628.13	3794.04	4416.59
13		2490.46	2824.52	3057.23	3287.89	3552.75	3736.10	3902.01	4430.72
14		2497.51	2831.65	3064.32	3294.94	3559.89	3743.15	3909.10	4444.89
15		2504.68	2838.70	3071.41	3302.02	3566.97	3750.32	3916.32	4459.07
16		2511.73	2845.79	3078.45	3309.12	3574.11	3757.35	3923.28	4473.29
17		2518.90	2852.91	3085.62	3316.24	3580.72	3764.54	3930.49	4487.46
18		2525.95	2860.00	3092.72	3326.34	3588.24	3771.55	3937.55	4501.59
19		2532.99	2867.09	3099.88	3330.41	3595.36	3778.63	3944.59	4515.85

20	2540.12	2874.18	3106.90	3337.51	3602.50	3785.76	3951.81	4530.07
21	2547.21	2881.22	3114.01	3344.58	3609.59	3792.84	3958.80	4544.20
22	2554.29	2888.39	3121.15	3351.73	3616.63	3800.01	3965.94	4558.37
23	2561.42	2895.48	3128.24	3358.86	3623.72	3807.02	3973.03	4572.60
24	2568.48	2902.53	3135.36	3365.95	3630.81	3814.23	3980.11	4586.68
25	2575.60	2909.66	3142.42	3373.08	3637.98	3821.23	3987.28	4600.95
26	2582.70	2916.71	3149.50	3380.17	3645.07	3828.33	3994.29	4615.17
27	2589.86	2923.88	3156.63	3387.21	3652.11	3835.51	4001.42	4629.43
28	2596.91	2930.97	3163.72	3394.34	3659.16	3842.51	4008.42	4643.61
29	2603.95	2938.01	3170.72	3401.43	3666.33	3849.69	4015.59	4657.70
30	2611.04	2945.14	3177.89	3408.43	3673.42	3856.69	4022.77	4671.96

1

2 **(e) ELECTED OFFICIAL PAY SCHEDULE:**

3

4 (1) The following bi-weekly pay schedule for each Executive pay grade, denoted by
5 the suffix "E," is currently in effect:

6

7	GRADE	BI-WEEKLY RATE
8	1E	\$3491
9	2E	\$4315
10	3E	\$5070

11

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

3
4 **(f) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work
5 assignments. The Director of Personnel shall determine the work assignments for which shift
6 differential will be paid. The assignment or removal of an employee from a work assignment
7 having a shift differential shall be determined by the appointing authority and will not constitute
8 a promotion, demotion, advancement or reduction in pay. The shift differential shall be added
9 to the employee's regular bi-weekly rate.

10
11 (1) In order for an employee in Section 2(a) or 2(b) to be eligible for shift differential
12 compensation, the employee must work a shift that requires the completion of four (4) hours of
13 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees whose
14 pay grade is denoted with the suffix "M" are only eligible to receive shift differential if they are
15 regularly scheduled to work at least four (4) hours between 4:00 p.m. and 8:00 a.m. the
16 following morning. Employees shall be entitled to receive shift differential compensation for
17 no more than one shift worked between the hours of 4:00 p.m. and 8:00 a.m. Employees who
18 are assigned to work schedules that require them to rotate among three shifts (day, evening,
19 night) on a bi-monthly or more frequent basis shall be eligible for shift differential
20 compensation for all three shifts worked.

1 For employees whose pay range is established in Section 2(a) or 2(b) the shift
2 differential premium shall be one percent (1%) of the employee's regular base bi-weekly rate
3 for each eligible shift worked in a bi-weekly pay period.

4
5 An employee whose pay range is established in Section 2(a) or 2(b) shall receive shift
6 differential for working a portion of an eligible shift, provided the portion of the shift not
7 worked is charged to paid leave. Shift differential shall only be paid for whole hours worked;
8 a fraction of an hour shall not be counted toward the payment of the differential.

9
10 (2) For those employees whose pay range is established in Section 2(c), the shift
11 differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and 7:00
12 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly assigned 24
13 hour shift to be eligible for any shift differential for the shift. Such employees shall not receive
14 shift differential for overtime worked, which is not part of their regular schedule. This provision
15 will not go into effect until shift differential is agreed upon by the Director of Personnel and the
16 Union (Local 73) in writing.

17
18 Except shift differential premium shall be \$2.00 per hour for each hour worked between
19 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire Equipment
20 Dispatcher classifications whose pay range is established in Section 2(c).

1 (3) For Police Officer Trainees and employees whose pay grade is denoted with the
2 suffix D, the night shift differential shall be ten percent (10%) of the hourly rate for all full
3 hours worked between the hours of 11 p.m. and 7 a.m. and all eight (8) hour shifts beginning
4 between 10:30 p.m. and 11:30 p.m.

5
6 (4) Except as otherwise provided in this ordinance, shift differential shall not be
7 paid to employees compensated on an hourly or per performance basis, or bi-weekly paid
8 employees who work part-time. Neither shall shift differential be paid to full-time regular
9 employees docked for any portion of an eligible shift.

10
11 **(g) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
12 Section 2(a) or 2(b) work on a Saturday and/or a Sunday they shall be eligible for weekend
13 differential. Employees whose pay grade is denoted with the suffix "M" are only eligible to
14 receive weekend differential when it is part of their regularly scheduled work hours. This
15 differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee shall
16 receive weekend differential for working any portion of an eligible day. This differential shall
17 only be paid for full hours worked. Weekend differential shall not be paid to employees
18 compensated on an hourly or per performance basis or bi-weekly paid employees who work
19 part-time. Neither will the weekend differential be paid to full-time regular employees docked
20 for any portion of a day on which the differential would otherwise be paid.

1 **(h) COMMUTING ALLOWANCE:** Employees residing within the corporate limits of
2 the City of St. Louis who are regularly assigned to a position located in a City institution,
3 agency, or facility located outside the corporate limits of the City of St. Louis, and who are
4 regularly assigned to a five-day, forty-hour weekly work schedule, shall be entitled to a
5 commuting allowance in the amount of one hundred forty-one dollars (\$141.00) bi-weekly on
6 the effective date of this ordinance. Eligible full-time employees who are assigned to an
7 alternate form of work schedule which reduces the frequency of commuting to work shall be
8 entitled to a commuting allowance which is reduced in proportion to the reduced frequency of
9 commuting. City employees who are temporarily assigned duty to a facility located outside the
10 corporate limits of the City of St. Louis shall be entitled to a per diem rate for the duration of
11 the assignment. No employee living outside of the corporate limits of the City of St. Louis shall
12 receive a commuting allowance.

13
14 A period of absence of ten (10) working days or more shall result in suspension of
15 eligibility for the commuting allowance. Suspension of the commuting allowance shall begin
16 during the pay period in which the tenth (10th) day of absence occurs and shall continue for
17 any subsequent full or partial pay periods during the period of absence. Upon return to duty
18 from such absence, an employee shall immediately be eligible to resume receiving commuting
19 allowance, reduced in proportion to the time the employee did not work due to absence.

Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

(i) BOARD AND COMMISSION STIPENDS:

Title	Code	Stipend
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up to 2 meetings a week
Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Examiners of Sign Erectors	1987-00-B	\$45 per meeting, up to 3 meetings a

1			month
2	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
3	Member, Civil Service Commission	1989-00-B	\$55 per meeting
4			up to 30 meetings a
5			year
6	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
7			to 50 meetings a year
8	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
9			to 1 meeting a week
10	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
11	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
12			to 15 meetings a year
13	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
14			to 15 meetings a year
15	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
16	Certification Board		to 15 meetings a year
17	Member, Board of Merchants' and	1996-00-B	\$83 per day in
18	Manufacturers' Tax Equalization		session, up to 60
19			meetings during
20			regular 12 week
21			session, but not to

1			exceed 105 meetings
2			a year
3	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
4	Sprinkler System Contractors		to 15 meetings a year
5	Member, Board of Examiners for	1998-00-B	\$45 per meeting
6	Mechanical Contractors		
7	Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting
8			

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

11
12 **(j)** The Director of Personnel may establish per performance rates of pay, hourly rates of
13 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
14 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
15 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be
16 established considering the nature of employment, community practices in compensating
17 similar employment, and the purpose of the program for which the rate is established.
18 Employees paid per performance, hourly, or unit-of-work rates of pay shall not be entitled to
19 vacation, medical leave or holiday leave with pay or other benefits accorded employees paid a
20 bi-weekly rate except that an appointing authority, with the prior approval of the Director of
21 Personnel, and when sufficient funds have been appropriated for the fiscal year, may establish

1 a modified level or type of benefit program when the provision of such benefit is needed in
2 order to attract and retain sufficiently qualified employees to work in specific per performance,
3 hourly, or unit-of-work assignments.

4
5 Appointing authorities are not permitted to utilize per performance and hourly
6 employees as a method of replacing bi-weekly rate employees who would be entitled to
7 employee benefits.

8
9 **(k)** The Director of Personnel may establish trainee rates of pay. Such trainee rates may be
10 established on an hourly, per performance or bi-weekly basis and shall be less than the rate paid
11 to a regular employee.

12
13 **(l)** The Director of Personnel, with the assistance of appointing authorities concerned, may
14 establish rates and conditions under which compensation may be granted for periods of time
15 during which an employee is away from the job site but restricted in his/her activities because
16 of an assignment by the appointing authority to be available for a call to return to the work site
17 to perform emergency duties. Pay rates and conditions established under the provisions of this
18 Section 2(l) may include reasonable minimum pay guarantees for employees required to return
19 to the work site to perform emergency duties. The provisions of this Section 2(l) shall not be
20 construed to restrict the right of an appointing authority to establish call back procedures for
21 employees as an established condition of employment.

1
2 **(m)** The Director of Personnel may authorize payment of special recruitment bonuses,
3 travel, moving and related expenses to recruit employees for positions when funds for this
4 purpose are appropriated.

5
6 **(n)** The Director of Personnel may approve the payment of hiring incentives to current
7 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
8 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
9 which the recruitment is made.

10
11 **(o)** (1) An appointing authority, with the prior approval of the Director of Personnel,
12 may establish cash awards or other incentives for an employee or group of employees to
13 recognize and reward increased productivity or effectiveness. The incentives offered may
14 include cash, paid time off and such other reasonable incentives as the Director of Personnel
15 may determine. Cash awards shall be made from the personal services appropriation of the
16 unit, the account from which the employee's salary is paid or from a general appropriation for
17 this purpose.

18
19 (2) The Director of Personnel, upon the request of the appropriate appointing
20 authority, may establish a program of cash awards or other incentives, not to exceed ten percent
21 (10%) of annual salary, paid as an addition to pay, for the purpose of providing additional

1 compensation for employees who are fluent in a foreign language and who use this skill in the
2 necessary and regular recurring performance of the duties of their position. Cash awards shall
3 be made from the personal services appropriation of the unit, the account from which the
4 employee's salary is paid or from a general appropriation for this purpose. Cash awards and
5 incentives under this program shall be made in accordance with guidelines established by the
6 Director of Personnel.

7
8 (3) Notwithstanding any other provision in this ordinance, the Director of Personnel
9 is authorized to extend the maximum of the pay ranges by up to forty percent (40%) for the
10 purpose of compensating positions which are extremely hard to fill.

11
12 (4) The Director of Personnel may provide an Employee Suggestion Program which
13 grants cash and other awards to recognize employee suggestions which improve City services,
14 operations or facilities. Cash awards to employees for suggestions resulting in tangible savings
15 to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash awards
16 and payments for other awards shall be made from an appropriation for a suggestion program
17 or other appropriate account. Additionally, cash awards for suggestions shall be granted as an
18 addition to pay, which does not change an employee's bi-weekly rate. The Employee
19 Suggestion Program shall be administered in accordance with regulations established by the
20 Director of Personnel. The Director of Personnel may establish an authority to evaluate
21 suggestions and determine awards; the decisions of this authority shall be final.

1
2 **(p)** An employee who is appointed to a position requiring advanced technical skills or
3 professional qualifications may be paid at a higher rate than prescribed for the class in Section
4 2 of this ordinance on recommendation of the appointing authority with the prior approval of
5 the Director of Personnel. Such advancement shall be made solely on the basis that the
6 employee possesses exceptional academic qualifications, registrations or certifications related
7 to the duties of the position and when such academic qualifications, registrations, or
8 certifications are not deemed necessary qualifications for the class of position.

9
10 The Director of Personnel may also establish other bonus, incentive or reimbursement
11 programs to encourage current employees to attain registration, licensure, certification, or proof
12 of professional mastery when it is deemed to be in the best interest of the Classified Service, or
13 when such credentials are clearly recognized as adding to the capability of individuals in that
14 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an
15 employee being ruled ineligible for bonuses or salary increases permitted under other sections
16 of this pay ordinance.

17
18 **(q)** In Skilled Trades classes, defined as those that have bona fide apprenticeship programs
19 registered with the Department of Labor or documented attainment of equivalent apprenticeship
20 programs, employees who have completed such apprenticeship programs and attained
21 journeyman status shall be granted the special skills recruitment rate for the class if a special

1 skills recruitment rate exists for the class. Employees in classes in the Trades Pay Schedule
2 who have completed alternative training programs established and approved by the Director of
3 Personnel, and attained journeyman status shall also be eligible for a salary at the special skills
4 recruitment rate if such a rate exists for the class.

5
6 **(r)** An appointing authority may, with the prior approval of the Director of Personnel,
7 establish a program to reimburse, in whole or in part, expenses incurred by employees for the
8 purchase of uniform apparel required in the performance of the duties of their positions, when
9 funds have been budgeted therefore.

10
11 An appointing authority may exercise the option to furnish such uniform as may be
12 required in the employee's performance of his/her duties.

13
14 The Director of Personnel may establish regulations relating to employees' eligibility
15 for reimbursement for uniforms.

16
17 Further, when funds have been budgeted therefore, an appointing authority may
18 authorize reimbursement to uniformed security or correctional employees of up to fifty dollars
19 (\$50) per incident for damage to personal property sustained while the employee was directly
20 engaged in quelling a disturbance while performing assigned and/or authorized duties during a
21 shift. Employees whose pay is established under Section 2(d) of the ordinance may be

1 reimbursed for damages to personal property sustained while in the course and scope of
2 employment in accordance with Police Division policies.

3
4 **(s)** An appointing authority that requires employees to provide and maintain their own tools
5 shall provide a tool replacement program and/or annual maintenance allowance, with the prior
6 approval of the Director of Personnel.

7
8 **(t)** (1) Contingency assignment differential may be paid for certain assignments when
9 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
10 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
11 assignment, not to extend more than one pay period. The Director of Personnel will determine
12 the assignments for which Contingency Assignment Differential will be paid. The assignment
13 of an employee to said assignment having a contingency assignment differential will be
14 determined by the appointing authority from an existing eligible list and will not constitute a
15 promotion or advancement in pay. In addition, the removal of an employee from said
16 assignment shall not constitute a demotion or reduction in pay. If an eligible list is not available,
17 an appointing authority may submit to the Director of Personnel the name of the employee
18 being considered for the assignment to determine if they meet the necessary minimum
19 qualifications for the position being considered.

1 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d), with
2 the prior approval of the Director of Personnel, the contingency assignment differential will be
3 ten percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for
4 each bi-weekly period worked or one percent (1%) of the employee's regular base bi-weekly
5 rate for each shift assignment covered, not to exceed one (1) pay period.

6
7 (2) Temporary assignment differential will be paid for certain assignments when a
8 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military
9 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
10 period but not more than thirteen (13) pay periods, and offset by any days that the employee by
11 reason of absence is not fulfilling the assignment. The Director of Personnel will determine the
12 assignments for which the temporary assignment differential will be paid. The assignment or
13 removal of an employee from said assignment having a temporary assignment differential will
14 be determined by the appointing authority and will not constitute a promotion, demotion,
15 advancement, or reduction in pay. The intended employee must meet the minimum
16 qualifications for the position to be assigned. The temporary assignment differential shall be
17 computed as an addition to pay and not affect the employee's regular bi-weekly rate.

18
19 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d), with
20 the prior approval of the Director of Personnel, the temporary assignment differential will be
21 ten percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for

1 each bi-weekly period worked, not to exceed thirteen (13) pay periods. The Director of
2 Personnel may require the establishment of a department policy on temporary assignment
3 differential pay and must sign off on the policy prior to authorizing temporary assignment
4 differential.

5
6 **(u)** City employees who are required by their appointing authority to routinely use their
7 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
8 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month. Eligible
9 employees who use their personal vehicle with reduced frequency shall be entitled to a vehicle
10 maintenance and use allowance which is reduced in proportion to the reduced frequency of use.

12 **SECTION 3.**

13 **EDUCATION REIMBURSEMENT**

14
15 An appointing authority may, with the prior approval of the Director of Personnel,
16 authorize salary payments, payments of tuition expenses, fees, books and related material in
17 whole or in part to employees to permit them to attend school, visit other governmental agencies
18 or in any approved manner to devote themselves to improvement of knowledge or skills
19 required in the performance of the duties of their position.

The Department of Personnel may reimburse, in whole or in part, expenses incurred by 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 allocated in the Department's budget.

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 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 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/her position has been allocated, except as otherwise provided in this ordinance.

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 position shall be paid upon original appointment to the class unless the Director of Personnel finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate.

The Director may establish a recruitment rate for a single position or all positions in a class and authorize employment at an amount 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 already in such class may have their salaries adjusted to appropriate rates in the new range resulting from the establishment of the recruitment rate.

(c) Employees with permanent status who are eligible for reemployment as determined by the rules of the Department of Personnel shall be reemployed at an appropriate rate within the [new] salary range which takes into consideration the employee's prior service in the 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/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 or a higher starting minimum salary.

(1) When an employee is promoted to a position in the General, Management or Trades Pay Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to the promotion or adjusted to the nearest step in the new pay matrix which is not less than but is closest to a rate which is five percent (5%) higher than the rate received immediately prior to promotion. An appointing authority, with the prior approval of the Director of Personnel, may increase the pay of an employee up to twenty percent (20%), adjusted to the nearest step, when such action is needed to attract experienced, qualified candidates for a position. Such salary determinations 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

1 nor more than the maximum rate for the new class of position, except as otherwise provided in
2 this ordinance.

3
4 (2) Temporary Promotion: When an employee, whose salary range is established
5 in Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a limited
6 duration, the employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this
7 Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her
8 former rate of pay, adjusted by any increases the employee would have received in the absence
9 of the temporary promotion. In no case shall the employee's salary be above the maximum of
10 the salary range, unless otherwise provided for in this ordinance.

11
12 Employees whose salary ranges are established in Section 2(c) or 2(d) of this ordinance,
13 upon receipt of a temporary promotion, shall be granted the new rank with a salary adjustment
14 based on appropriate years of service in accordance with procedures established for a regular
15 promotion. At the end of the temporary promotion, the employee shall be returned to the rank
16 held immediately prior to the temporary promotion. The employee's rate of pay shall be based
17 on the appropriate years of service.

18
19 (b) Demotion: This shall be defined as a change of an employee in the Classified Service
20 from a position of one class to a position of another class which has a lower pay grade and a
21 lower starting minimum salary.

1
2 (1) If an employee is demoted for disciplinary reasons in accordance with the rules
3 of the Department of Personnel and Civil Service Commission and established disciplinary
4 procedures, his/her rate of pay shall be established at a rate within the range for the new position
5 which is at least five percent (5%) lower than the rate received immediately prior to the
6 demotion or reduced to the nearest step which is at least five percent (5%) lower than the rate
7 received immediately prior to the demotion, except no employee shall be reduced below the
8 minimum of the range unless otherwise provided for in this ordinance. The amount of the
9 reduction shall be determined by the appointing authority, with the approval of the Director of
10 Personnel.

11
12 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
13 reduced within the range for the new position which is five percent (5%) lower, to the closest
14 downward step, than the rate received immediately prior to demotion, except that employees
15 who are in a working test period and demote to their previous class of position or pay grade,
16 will return to the rate or step received immediately prior to the promotion, plus any adjustments
17 as otherwise provided in this ordinance. No employee shall be paid less than the minimum nor
18 more than the maximum rate for the new class of position, except as otherwise provided in this
19 ordinance.

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

7
8 **(c)** Reallocation:

9
10 (1) If the employee's position is reallocated to a class in a lower pay grade and the
11 employee's rate of pay for the previous position is within the salary range of the new position,
12 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's
13 rate of pay shall not be reduced.

14
15 (2) The salary of an employee whose position is allocated to a class in a higher pay
16 grade shall be determined in accordance with the provisions of this Section 6(a)(1) relating to
17 salary advancement on promotion.

18
19 **(d)** Transfer: The salary rate of an employee who transfers to a different position in the
20 same class, or from a position in one class to a position in another class in the same pay grade,
21 shall remain unchanged, provided that no employee shall be paid less than the minimum rate

1 nor more than the maximum rate for the new class of position, except as otherwise provided in
2 this ordinance.

3
4 **(e)** Over Maximum: The salary of an employee, which is in excess of the maximum of the
5 range prescribed by this ordinance for the class and grade to which his/her position has been
6 allocated or may be reallocated, shall not be reduced by reason of the new salary range and
7 grade. The salary of such employee shall not be increased so long as he/she remains in the class
8 of position, except as otherwise provided by this ordinance.

10 **SECTION 7.**

11 **SALARY ADJUSTMENT**

12
13 Salary adjustments for all employees in competitive positions shall be based on
14 considerations of merit, equity, or success in fulfilling predetermined goals and objectives as
15 herein provided.

16
17 **(a)** Competitive positions for which salary is established in Section 2(a) - General and
18 Management Schedule; or Section 2(b) - Trades Schedule:

19
20 (1) All full time employees employed on March 29, 2020 whose salary is
21 established in Section 2(a) or 2(b) – General, Management, and Trades Pay Schedules, shall

1 receive a one-time, lump sum payment of \$1,000.00 effective with the pay period beginning
2 March 29, 2020.

3
4 (2) Any employee whose salary is established in Section 2(a) or 2(b) – General,
5 Management, and Trades Pay Schedules, shall receive a service rating in accordance with the
6 Service Rating Manual. The rating together with the standards of performance established in
7 the rating manual shall determine eligibility for a one step within-range (merit) increase at
8 intervals as outlined in the Service Rating Manual or other pay regulation(s) as determined by
9 the Director of Personnel. Notwithstanding any other section of the compensation ordinance,
10 all employees in the General, Management, and Trades pay schedules who would be eligible to
11 receive an annual step increase as a result of a "Successful" or "Highly Successful" Overall
12 Rating on their regular Service Rating date will receive a 1.5% increase regardless of their
13 current rate or place in the pay schedule.

14
15 (3) Effective beginning with the bi-weekly pay period starting June 21, 2020, all
16 employees whose salary is established in Section 2(a) or 2(b) – General, Management, and
17 Trades Pay Schedules, who would be eligible to receive an annual step increase as a result of a
18 "Successful" or "Highly Successful" Overall Rating on their regular Service Rating date will
19 instead receive a two-step (*i.e.* 3%) increase regardless of their current rate or place in the pay
20 schedule.

1 (4) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
2 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of “Unsuccessful” as
3 defined by the Service Rating Manual, shall have his/her salary reduced as determined by the
4 standards established in the Service Rating Manual, but not less than the minimum of the pay
5 grade range.

6
7 **(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52)
8 weeks of continuous service from the date of original appointment or from the date of the last
9 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a
10 demotion (not for disciplinary reasons) or an across-the-board ordinance increase, an increase
11 resulting from an authorized incentive program, reallocation or an upgrade of the classification
12 concurrent with adoption of the ordinance. Absence from service as a result of any authorized
13 paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous
14 service. Absence from service for any other cause shall result in breaking continuity of service
15 and establishment of a new anniversary date, except as otherwise provided in this ordinance.
16 The Director of Personnel may authorize different anniversary dates for an employee or groups
17 of employees.

18
19 **(c)** An appointing authority may evaluate the performance of an employee whose salary is
20 established in Section 2(a) or 2(b) of this ordinance for the purpose of a salary adjustment only
21 at intervals as described above except in the case of:

1
2 (1) Exceptional performance of duties:

3
4 With the prior approval of the Director of Personnel, the appointing authority in
5 accordance with the Service Rating Manual, may advance the salary of an employee who
6 demonstrates exceptional performance of duties after serving twenty-six (26) weeks of
7 employment at the same rate in the salary range by not more than ten percent (10%) or to the
8 closest step in the pay range which provides not more than a ten percent (10%) increase; this
9 may be in addition to any merit increase received.

10
11 (2) Substandard performance of duties:

12
13 An appointing authority may reduce the salary of an employee whose level of
14 performance is significantly diminished and no longer warrants payment at the current rate
15 within the range as provided in the Service Rating Manual; providing the employee's salary is
16 above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime
17 Code 3 or Overtime Code 4.

18
19 The granting of any such increase or decrease in salary shall be made at the beginning
20 of a payroll period, as determined by the Director of Personnel, following approval of such
21 salary action.

1
2 **(d)** Competitive positions for which salary is established in Section 2(c) - Fire Division
3 Schedule:

4
5 All employees in the Fire Division Pay Schedule shall have a service rating completed
6 in accordance with the Service Rating Manual.

7
8 Probationary Fire Privates shall be advanced to the rate for Fire Privates at the beginning
9 of the first bi-weekly pay period following one (1) year of service. Probationary Fire Equipment
10 Dispatchers shall follow the same schedule.

11
12 **(e)** Competitive positions for which salary is established in Section 2(d) – Police Division
13 Schedule:

14
15 All employees in the Police Division Pay Schedule shall have a service rating completed
16 in accordance with the Service Rating Manual.

17
18 Police Probationary Officers who successfully complete their working test period shall
19 be advanced to the rate for Police Officer at the beginning of the first bi-weekly pay period
20 during which such officer's one (1) year anniversary as a Probationary Police Officer occurs,
21 excluding his/her initial time in training at the Police Academy.

1
2 **(f)** Excepted Positions: The pay of an employee in an excepted position shall be adjusted
3 to any rate within the pay range at the discretion of the appointing authority for the excepted
4 position.

5
6 **(g)** The Director of Personnel may approve, at the request of an appointing authority,
7 adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary
8 adjustments under this provision shall preclude adjustments to compensate or reward
9 employees for long-term or meritorious service.

10
11 **(h)** The pay of any employee may be decreased as a disciplinary action by an appointing
12 authority to a lower rate. Any such decrease shall be made in accordance with the established
13 disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the
14 current salary rate. The decrease may be below the minimum of the pay range for the class.
15 The appointing authority may determine the pay decrease shall be effective for a specific
16 number of bi-weekly pay periods provided, however, that such decrease shall not be effective
17 for more than thirteen (13) bi-weekly pay periods.

18
19 **(i)** An employee who is temporarily promoted shall be eligible for within range salary
20 adjustments under provisions of this Section 7.

1 **(j)** The Director of Personnel may approve a within range salary adjustment or other
2 incentives to retain employees in positions that are difficult to fill, or because of their unique
3 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

4
5 **SECTION 8.**

6 **INCOME SOURCES**

7
8 Any salary paid to an employee in the Classified Service shall represent the total
9 remuneration for the employee, excepting reimbursements for official travel and other
10 payments specifically authorized by ordinance or pay regulation promulgated by the Director
11 of Personnel. No employee shall receive remuneration from the City in addition to the salary
12 authorized in this ordinance for services rendered by the employee in the discharge of the
13 employee's ordinary duties, of additional duties which may be imposed upon the employee, or
14 of duties which the employee may undertake or volunteer to perform.

15
16 Whenever an employee not on an approved paid leave works for a period less than the
17 regularly established number of hours a day, days a week or days bi-weekly, the amount paid
18 shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate
19 for the employee's position. The payment of a separate salary for actual hours worked from
20 two (2) or more departments, divisions or other units of the City for duties performed for each

1 of such agencies is permissible if the total salary received from these agencies is not in excess
2 of the maximum rate of pay for the class.

3
4 **SECTION 9.**

5 **CONVERSION**

6
7 **(a)** Pay schedules in Sections 2(a) or 2(b) in Ordinance 70791 shall continue in effect until
8 the start of the bi-weekly pay period of the effective date of this ordinance, and the rates to be
9 paid to employees in positions of any classes for which a rate is established or changed in
10 Section 2(a) or 2(b) of this ordinance shall become effective and be adjusted (if necessary) as
11 follows:

12
13 The salary of each employee whose pay range is established in Section 2(a) or 2(b) of
14 this ordinance whose class has been allocated to a higher pay grade in the appropriate pay
15 schedule as determined by the Director of Personnel shall have their current salary increased to
16 a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate which
17 is five percent (5%) higher than the rate received immediately prior to promotion, but not less
18 than the minimum of the pay range, whichever is the greater. If an employee's salary is between
19 steps, the employee's salary shall be placed at the higher step.

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

3
4 **(c)** The salary of an employee serving in a trainee position, which remains above the new
5 trainee rate for his/her position, shall remain unchanged.

6
7 **(d)** The Director of Personnel may establish a special conversion procedure for a class or
8 position in the event that the Director determines that a serious inequity would be created by
9 the application of the conversion procedures established in this Section 9.

10
11 **(e)** The Director of Personnel shall establish such procedures as needed to place this
12 ordinance into effect and interpret its provisions.

14 **SECTION 10.**

15 **PAYMENT OF SALARIES**

16
17 All compensation for positions in the Classified Service shall be paid bi-weekly. The
18 Director of Personnel and Comptroller shall establish the procedure for listing employees on
19 the various payrolls. The payment due each employee for service, except as otherwise
20 provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay
21 period. In the event that an employee is dismissed or has been employed for occasional or

1 emergency work, the Comptroller may immediately pay the employee upon termination of
2 service without waiting for the regular bi-weekly pay date of the Department, Division, Section,
3 Office, Agency, Board or Commission where the employee worked.

4
5 **SECTION 11.**

6 **CHANGES TO CLASSIFICATION PLAN**
7

8 Whenever the Department of Personnel finds it necessary to add a new class to the
9 classification plan, the Director of Personnel shall allocate the class to an appropriate grade and
10 schedule in this ordinance, recommend such change to the Civil Service Commission, and
11 notify the Board of Aldermen of this action.
12

13 Whenever the Department of Personnel finds it necessary to change the overtime code
14 of an existing class within the classification plan, the Director of Personnel shall change the
15 overtime code, recommend such change to the Civil Service Commission, and notify the Board
16 of Aldermen of this action.
17

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

1
2 The pay grade allocated to a class of position within the classification plan shall remain
3 unchanged for the duration of the existing compensation ordinance. Whenever the Department
4 of Personnel considers it necessary to change the pay grade of an established class of position,
5 such adjustment can only be made concurrent with the adoption of a new compensation
6 ordinance. Recommendation for the allocation of a new pay grade shall be made by the Director
7 of Personnel to the Civil Service Commission for final approval by the Board of Aldermen.

8
9 **SECTION 12.**

10 **PAYROLL FORMS**

11
12 The Director of Personnel shall prescribe forms on which appointing authorities shall
13 certify to the fact that a vacancy exists in a lawfully created position and to the lawful
14 appointment of a person to fill the position. The Director of Personnel shall indicate on these
15 forms the proper allocation of the position and the rate at which payment is to be made. When
16 approved by the Director of Personnel and submitted to the Comptroller, these forms shall
17 constitute authorization for the initial placing of a person's name on the payroll. The
18 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll
19 unless approved by the Department of Personnel. The Comptroller shall provide the
20 Department of Personnel with a copy of each payroll audited and found correct within twenty-
21 one (21) days after audit and approval of the payroll by the Comptroller's Office.

1
2 **SECTION 13.**

3 **CERTIFICATION OF PAYROLL**
4

5 The appointing authority shall certify on each payroll or a subsidiary document that each
6 person whose name appears on the payroll has been lawfully appointed at a salary provided by
7 this ordinance and that the employee has actually worked the time for which he/she will be paid,
8 subject to the provisions of this ordinance governing hours of work and leaves of absence in
9 the Classified Service.
10

11 **SECTION 14.**

12 **MINIMUM WORK HOURS**
13

14 Each appointing authority shall establish procedures to assure that the employees under
15 his/her supervision are actively engaged in the performance of the duties of their positions in
16 accordance with the provisions of this section.
17

18 Each appointing authority shall submit to the Department of Personnel the work
19 schedule established for each position in the work unit. Work schedule reports shall be
20 submitted upon request of the Director of Personnel or whenever the appointing authority
21 proposes to change the permanent work schedule of a position. The work schedule submitted

1 by the appointing authority shall constitute the normal work schedule for the position when
2 approved by the Director of Personnel.

3
4 All employees in the Classified Service shall be in attendance at their work in
5 accordance with schedules established under the provisions of this Section 14, subject to other
6 provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs,
7 sick leave, military leave, and leaves of absence with or without pay.

8
9 **(a)** Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours shall
10 constitute the average minimum required weekly hours of service in an employment cycle under
11 regular full-time employment for all City employees paid on a bi-weekly basis occupying
12 competitive positions in the Classified Service. The minimum daily and annual service required
13 of such employees shall be in proportion to the average minimum weekly hours established.

14
15 Appointing authorities shall so arrange the time for reporting for work, for luncheon
16 intermission, and for quitting work of the various employees under their jurisdiction so that the
17 employees will actually be engaged in active performance of their duties for not less than the
18 average minimum number of hours required.

19
20 **(b)** Management Employees: Appointing authorities for employees occupying full-time
21 positions whose salaries are established in Section 2(a) of this ordinance shall initiate

1 procedures to see that such employees are engaged in the performance of their duties on a full-
2 time basis. Full-time employment for any employee whose classification is denoted in the
3 Management Schedule shall be defined as an average of forty (40) hours per week of time
4 devoted to the duties of the position on an annual basis.

5
6 **(c)** Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required
7 weekly hours of service in an employment cycle under regular full-time employment for all
8 employees in the Division of Fire and Fire Prevention, except that the appointing authority,
9 with the approval of the Director of Personnel, may determine that the minimum work hours
10 provision of Section 14(a) shall apply to employees in certain positions due to the nature of the
11 assignment and/or scheduling requirements. The appointing authority shall so arrange the time
12 for reporting for work and for quitting work of the various employees under the appointing
13 authority's jurisdiction so that the employees will actually be engaged in the active performance
14 of their duties for not less than the average number of hours required.

15
16 **(d)** The work period for employees whose pay is established in Section 2(d) of this
17 ordinance is twenty-eight (28) days. The daily work period for an employee in the position of
18 Police Probationary Officer and Police Officer is eight (8) hours which includes a thirty (30)
19 minute meal period. The meal period is counted as working time; however, an officer unable
20 to take a meal break will not receive additional compensation. The daily work period for an
21 employee in the position of Police Officer Trainee is eight (8) hours. Additionally, Police

Officer Trainees shall receive a thirty (30) minute unpaid meal period that shall not be counted as part of their daily work period or work day.

SECTION 15.

OVERTIME

(a) The Department of Personnel shall determine those positions in the Classified Service of the City of St. Louis which are exempt from overtime compensation and those positions which are not exempt from overtime compensation. The overtime codes established for each class in Section 1(a) of this ordinance shall be interpreted as follows:

OVERTIME CODE (OVTM):

1 These classes are primarily managerial in nature, but may also include some professional or administrative classes that are 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 that are exempt from overtime compensation, but which the City compensates for overtime at the straight (1.0x) time rate.

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- 3 These are non-exempt classes that receive overtime compensation at the one and one-half (1.5x) time rate.

- 4 4 These non-exempt classes work an average bi-weekly work schedule of 84 hours and, therefore, receive overtime compensation at the one and one-half (1.5x) time rate.

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 used.

Any employee in a class which has been allocated to Overtime Code 4 (non-exempt) in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the one and one half (1.5x) time rate. Each appointing authority shall designate and submit to the Director of Personnel the official work week or work cycle for all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt (Code 4) employee works in excess of forty (40) hours in a work week, the employee will be paid at the one and one half time (1.5x) rate. The average number of scheduled hours in a bi-weekly pay

1 period shall not be less than eighty-four (84) for full-time employment. The regular hourly rate
2 of pay for a non-exempt (Code 4) bi-weekly paid employee shall be determined by dividing the
3 employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
4 of work in a bi-weekly pay period. In addition to the actual hours worked, only paid vacation,
5 compensatory time, jury leave, and holidays shall count as hours worked for the purpose of
6 determining eligibility for overtime compensation.

7
8 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in
9 this ordinance shall be compensated for overtime work in accordance with the provisions of
10 this section. Each appointing authority shall designate and submit to the Director of Personnel
11 the official work week and schedule or work cycle for all non-exempt positions in the work
12 unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than
13 eighty (80) for full-time employment.

14
15 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) or 2(b),
16 works hours in excess of the maximum established for an official work week or work cycle,
17 usually forty (40) hours in a work week such hours shall be paid at the one and-one-half time
18 (1.5x) rate. In addition to the actual hours worked, only paid vacation, compensatory time, jury
19 leave, and holidays shall count as hours worked for the purpose of determining eligibility for
20 overtime compensation.

1 Overtime Code 3 employees whose pay matrix is in Section 2(c) of this ordinance who
2 are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred
3 forty-four (144) hours are worked in a work cycle, except that the Fire Division shall pay
4 overtime for emergency work at the end of a shift or emergency work required on a separate,
5 non-scheduled day, even if the total number of hours worked in the work cycle is not in excess
6 of one hundred forty-four (144) hours. These employees shall not receive additional
7 compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if
8 they do not actually work more than one hundred forty-four (144) hours in the work cycle;
9 provided however, that in addition to the actual hours worked, jury leave, vacation leave,
10 compensatory time and "O" days shall count as hours worked for the purpose of determining
11 eligibility for overtime compensation. Days scheduled off to reduce average work week to
12 fifty-two (52) hours, compensatory time, vacation, "O" days, and holiday time shall be
13 scheduled consistent with a reasonable vacation and holiday leave policy to avoid the necessity
14 of actually working more than one hundred forty-four (144) hours during any work cycle.

15
16 Police Officer Trainees, Police Probationary Officers and Police Officers shall be paid
17 overtime, defined as one and one-half time (1.5x) the employee's regular standard rate of pay,
18 for all hours worked in excess of their eight (8) hour work day or any hours worked on a
19 scheduled day off. Only hours actually worked shall count toward overtime pay.

1 Police Sergeants – whose salary is established in Section 2(d) of this ordinance shall be
2 paid overtime, as defined as one and one-half time (1.5x) the employee's regular standard rate
3 of pay, for all hours actually worked in excess of one hundred sixty (160) hours in a twenty
4 eight (28) day work period. In addition to hours physically worked, holidays, discretionary
5 holidays, and sick-injured time shall count toward the 160 hour threshold during the 28 day
6 period that must be met to earn overtime. These employees shall receive additional
7 compensation for authorized overtime, court time, and court standby time whenever the total
8 accumulated time exceeds forty (40) hours.

9
10 **(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a)
11 of this ordinance shall be compensated for overtime by granting the employee pay or
12 compensatory time off at the straight (1.0x) time rate. Each appointing authority shall designate
13 and submit to the Director of Personnel the official work week or work cycle, which is usually
14 forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time
15 employee in an exempt (Code 2) position is directed by management, with the approval of the
16 appointing authority, to work hours in excess of the maximum established for an official work
17 week or work cycle it shall be considered overtime. In addition to the actual hours worked,
18 only paid vacation time, compensatory time, jury leave, and holidays shall count as hours
19 worked for the purpose of determining eligibility for overtime compensation. Straight time
20 (1.0x) overtime shall be compensated at the employee's regular hourly rate of pay, or by
21 granting the eligible employee compensatory time off at the rate of one (1) hour for each hour

1 of overtime worked. The average number of scheduled hours in a bi-weekly pay period shall
2 not be less than eighty (80) for full-time employment. The regular hourly rate of pay for an
3 exempt (Code 2) bi-weekly paid employee shall be determined by dividing the employee's
4 regular bi-weekly rate of pay by the average number of regularly scheduled hours of work in a
5 bi-weekly pay period.

6
7 **(c)** Part-time bi-weekly paid employees and employees paid on an hourly or per
8 performance basis shall be compensated for overtime work in accordance with the overtime
9 provisions of this section and with consideration for community practices in compensating
10 similar employment.

11
12 **(d)** An appointing authority may compensate Overtime Code 1 employees at the straight-
13 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St.
14 Louis declares an emergency due to serious and protracted conditions which threaten
15 continuous City Service, preservation of public peace, health, or safety, and 2) the appointing
16 authority directs an employee or group of employees to work in excess of forty (40) hours per
17 week. The appointing authority shall maintain attendance records of the assignment(s) and
18 submit such records at the request of the Director of Personnel.

19
20 **(e)** Employees who wish to use compensatory time earned in lieu of pay must make their
21 request in writing at least twenty-four (24) hours in advance of the day or days requested. The

1 appointing authority shall keep in mind the staffing needs of the department when granting time
2 off, but in any case time off will not be unreasonably denied.

3
4 Pay shall be the regular method of compensation for recorded overtime hours of work
5 for employees in classes with Overtime Code 3 and Overtime Code 4. However, an appointing
6 authority shall compensate a non-exempt bi-weekly paid employee for overtime work by
7 granting the employee compensatory time off in lieu of pay only if the employee requests
8 compensatory time, in writing.

9
10 Employees engaged in public safety, emergency response or seasonal activity as defined
11 by the Director of Personnel may have a maximum balance of two hundred forty (240) hours
12 of compensatory time; except that Police Officer Trainees, Police Probationary Officers, Police
13 Officers, and Police Sergeants shall only be allowed to accumulate up to forty (40) hours of
14 compensatory time. All other employees are allowed a maximum balance of one hundred
15 twenty (120) hours of compensatory time excluding compensatory time earned for working on
16 a holiday. These maximum balances of compensatory time shall apply to employees working
17 an average work week of forty (40) hours; the maximum balance of compensatory time for
18 employees whose average work week is more or less than forty (40) hours shall be
19 proportionate. No provision of this section establishing a maximum balance of compensatory
20 time shall serve to cancel any compensatory time due to an employee or to deny an employee

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

3
4 Each appointing authority shall establish procedures to assure that non-exempt
5 employees are promptly granted time off when such employees request to use their earned
6 compensatory time. Appointing authorities may not deny non-exempt employees' requests for
7 earned compensatory time off except when such approval would create an extreme business
8 hardship. For employees occupying the position of Police Officer Trainee, Probationary Police
9 Officer, and Police Officer compensatory time may be used at such times and in such blocks as
10 are mutually agreed upon between the supervisor and the employee and it shall not be
11 unreasonably denied by the supervisor if operating requirements will not be adversely effected.
12 When an appointing authority determines that the work schedule of the organization will not
13 permit the granting of such time off, the appointing authority shall pay the employee in that
14 same pay period for all or a portion equivalent to the time requested of the employee's accrued
15 compensatory time. This provision requiring the prompt granting of requested time off applies
16 only to compensatory time that is earned as a result of the employee working overtime; it does
17 not apply to compensatory time earned as a result of an incentive program or bonus award
18 program.

19
20 Compensatory time earned by exempt employees shall be granted at the discretion of
21 the appointing authority and upon request of the employee.

1
2 (f) Before an employee is transferred, promoted or demoted from a position under one
3 appointing authority to a position under another appointing authority or to another unit with a
4 different appropriation, all compensatory time shall be granted or paid. Upon termination all
5 compensatory time shall be paid. Upon the death of an employee, the person or persons entitled
6 by law to receive any compensation due to the employee shall be paid any amount due to the
7 employee on the date of death.

8
9 (g) All departments shall keep daily attendance records of classified employees and shall
10 submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted, and
11 paid; or 3) the non-occurrence of same to the Director of Personnel in the form and on the dates
12 specified.

13
14 **SECTION 16.**

15 **HOLIDAYS**

16
17 (a) Classified employees working full-time who are paid a bi-weekly rate shall be entitled
18 to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly
19 scheduled work on the following designated holidays:

20
21 **DATE**

HOLIDAY

1	January 1	New Years Day
2	Third Monday in January	Rev. Martin Luther King Jr. Day
3	Third Monday in February	Presidents' Day
4	Last Monday in May	Memorial Day
5	July 4	Independence Day
6	First Monday in September	Labor Day
7	November 11	Veterans' Day
8	Fourth Thursday in November	Thanksgiving Day
9	Day after Thanksgiving	Day after Thanksgiving
10	December 25	Christmas Day

11

12 In addition to the above enumerated designated holidays, full-time classified employees
13 shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established
14 by this Section 16 on any day or partial day the Mayor declares by proclamation the closing of
15 City offices.

16

17 Employees working full-time and paid a bi-weekly rate whose pay is established in
18 Sections 2(a) or 2(b) of this compensation ordinance shall receive leave with pay, pay or
19 compensatory time off in lieu of pay as holiday compensation in an amount that is proportionate
20 to the number of hours the employee is regularly scheduled to work in a day or shift. For
21 example: Employees working an average of forty (40) hours a week, five (5) days a week, eight

1 (8) hours a day shall receive eight (8) hours of compensation for the holiday; employees
2 working an average of forty (40) hours a week, four (4) days a week, ten (10) hours a day shall
3 receive ten (10) hours of compensation for the holiday.

4
5 When the day of observance of a holiday is changed by State or Federal law, it will be
6 so observed by the City of St. Louis. When the day of observance of a holiday is changed by
7 State or Federal executive action, the Mayor shall determine the day of observance by the City
8 of St. Louis. When one of the above enumerated holidays occurs on Sunday, the following
9 Monday shall be observed as the holiday. When one of the above holidays occurs on Saturday,
10 the preceding Friday shall be observed as the holiday.

11
12 **(b)** In addition to the above ten (10) designated holidays, employees in Section 2(a) or 2(b)
13 of this ordinance who were employed by the Board of Police Commissioners immediately prior
14 to September 1, 2013 shall receive five (5) personal (discretionary) holidays which shall be
15 scheduled in accordance with department policies; Police Division civilian employees hired on
16 or after September 1, 2013 shall receive no personal (discretionary) holidays.

17
18 In addition to pay for hours physically worked on an official holiday, including any
19 overtime to which the employee is entitled under the pay ordinance, employees in Section 2(a)
20 or 2(b) of this ordinance who were employed by the Board of Police Commissioners

1 immediately prior to September 1, 2013 will receive four (4) hours of compensatory time if
2 they are required to work a full eight (8) hour shift that begins on any of the following days:

3
4 January 1

5 Last Monday in May

6 July 4

7 First Monday in September

8 Fourth Thursday in November

9 December 25
10

11 In addition to any pay for hours physically worked, including any overtime to which the
12 employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this
13 ordinance who were employed by the Board of Police Commissioners immediately prior to
14 September 1, 2013 who are required to work the afternoon, evening overlay, or night watch on
15 December 31 will receive four (4) hours of compensatory time.
16

17 **(c)** In addition to the above ten (10) designated holidays, employees in Section 2(d) shall
18 receive an additional five (5) personal holidays which shall be scheduled in accordance with
19 Police Division policies.
20

1 In addition to pay for hours physically worked on an official holiday, including any
2 overtime to which the employee is entitled under the pay ordinance, employees in Section 2(d)
3 of this ordinance will receive four (4) hours of compensatory time if they are required to work
4 a full eight (8) hour shift that begins on any of the following days:

5
6 January 1

7 Last Monday in May

8 July 4

9 First Monday in September

10 Fourth Thursday in November

11 December 25
12

13 In addition to any pay for hours physically worked, including any overtime to which the
14 employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance and
15 Police Officer Trainees, who are required to work the afternoon, evening overlay, or night
16 watch on December 31 will receive four (4) hours of compensatory time.
17

18 **(d)** Each appointing authority shall determine the manner of granting holidays and shall
19 report his/her determination to the Department of Personnel, if required by the Director of
20 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this
21 compensation ordinance, excluding employees of the Police Division, are required to work on

1 a holiday they shall be entitled to compensation for the holiday and the hours actually worked.
2 Compensation for the holiday shall be in an amount proportionate to the number of hours an
3 employee is regularly scheduled to work in a day or shift. When full time bi-weekly rate
4 employees of the Police Division whose pay is established in 2(a), 2(b) or 2(d) are required to
5 work on a holiday, they shall be entitled to leave with pay on another date designated by the
6 appointing authority in an amount proportionate to the number of hours an employee is
7 regularly scheduled to work in a day or shift.

8
9 Except as otherwise provided in this section, when a City holiday falls on an employee's
10 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
11 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
12 or shift.

13
14 Employees of the EMS Service, whose positions are classified as EMS Dispatcher, EMS
15 Lead Dispatcher, EMT, Paramedic, or Paramedic Crew Chief, will be compensated with pay in
16 lieu of compensatory time for all holidays and receive twelve (12) hours of personal day leave.

17
18 If an employee is docked from the payroll for one hour or more on the full scheduled
19 workday preceding a holiday, the full scheduled work day following a holiday, or on a
20 scheduled holiday, the employee shall not be compensated for the holiday.

1 The holiday compensation procedures established by this Section 16 shall apply to full-
2 time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees shall be
3 compensated for holidays in proportion to the percentage of time they are regularly scheduled
4 to work. Employees paid on an hourly or per performance basis shall not be entitled to holiday
5 compensation, except as otherwise provided in this ordinance.

6
7 In the event that the holiday schedule established in this Section 16 is revised,
8 employees who are granted compensatory time in lieu of all holidays shall have their leave
9 benefits adjusted accordingly. The Director of Personnel may establish additional or alternate
10 holiday leave policies for employees occupying public safety positions which qualify for the
11 special overtime pay provisions under Federal law or for employees with official work
12 schedules authorized by the Director of Personnel which exceed the normal forty (40) hour
13 weekly work schedule. Procedures developed in compliance with this Section 16 shall be
14 designed to treat employees in the same manner who work substantially equivalent work
15 schedules.

16
17 Employees whose pay is established in Section 2(c) of this ordinance and are Overtime
18 Code 3 shall be entitled to one hundred twenty (120) hours of compensatory time off in lieu of
19 all holidays occurring in a calendar year. Employees whose pay is established in Section 2(c)
20 of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred four (104) hours
21 of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year.

1 Because of the necessity of maintaining the work schedule of such employees, the Director of
2 Personnel, in cooperation with appointing authorities concerned, shall establish procedures for
3 holiday compensation for such employees who are regularly required to work on holidays.
4 Such procedures shall be designed to treat all employees in the class who work a substantially
5 equivalent schedule in the same manner.

6
7 Employees whose pay is established in Section 2(c) of this ordinance shall receive five
8 (5) days of paid leave which shall be referred to as "O" Days.

9
10 **SECTION 17.**

11 **VACATION**

12
13 Vacation leave with pay shall be granted to employees paid a bi-weekly rate in
14 permanent competitive positions working fifty percent (50%) time or more. There shall be no
15 advancement of paid vacation leave. The Director of Personnel may establish additional
16 guidelines and policies to govern the administration of vacation leave benefits in the Classified
17 Service.

18
19 **(a)** Vacation hours shall be granted to employees whose pay is established in Section 2(a),
20 2(b) or 2(c) with an appointment date before April 23, 1989 as follows. This excludes all
21 civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

1					
2		PAY ESTABLISHED		PAY ESTABLISHED	
3		IN SECTION		IN SECTION	
4		2(a) or 2(b)		2(c)	
5	Length of	Bi-Weekly	Annual	Bi-Weekly	Annual
6	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
7	1 but less than 5 years	5	130	3	78
8	5 but less than 10 years	6	156	5	130
9	10 but less than 15 years	7	182	6	156
10	15 but less than 20 years	8	208	7	182
11	20 or more years	9	234	8	208

12

13 Employees employed before July 18, 2010 whose pay is established in Section 2(a),
14 2(b) or 2(c) of this ordinance completing five (5) years of cumulative service, ten (10) years of
15 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
16 service shall have forty (40) hours of vacation added to their existing balance. This excludes
17 all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

18

19 **(b)** Vacation hours shall be granted to employees whose pay is established in Section 2(a),
20 2(b) or 2(c) with an appointment date on or after April 23, 1989 as follows. This excludes all

civilian employees who were employed by the Board of Police Commissioners prior to September 1, 2013.

PAY ESTABLISHED		
IN SECTION		
2(a) or 2(b) or 2(c)		
Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
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 employed before July 18, 2010 whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their vacation balance upon completion of 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.

(d) Employees whose pay is established in Section 2(a) or 2(b) employed by the Board of Police Commissioners immediately prior to September 1, 2013, employed by the City on September 1, 2013 and continuously employed by the City shall accrue vacation hours as follows:

PAY ESTABLISHED

IN SECTION

2(a) or 2(b)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 12 years	4.62	120.12
12 but less than 21 years	6.16	160.16
21 but less than 30 years	7.70	200.20
30 or more years	9.24	240.24

(e) Police Division employees whose pay is established in Section 2(a) or 2(b) who were hired on or after September 1, 2013 shall accrue vacation hours as listed below:

PAY ESTABLISHED			
IN SECTION			
2(a) or 2(b)			
Length of	Bi-Weekly	Annual	
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>	
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	

(f) Employees whose pay is established in Section 2(d) of this ordinance and employees whose pay is established in Section 2(a) or 2(b) and were employed by the Board of Police Commissioners immediately prior to September 1, 2013 and remain so employed shall earn vacation time in accordance with the following schedule on employment anniversary dates as follows:

PAY ESTABLISHED

1	IN SECTION		
2	2(a) or 2(b) or 2(d)		
3	Length of	Bi-Weekly	Annual
4	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
5	1 but less than 12 years	4.62	120.12
6	12 but less than 21 years	6.16	160.16
7	21 but less than 30 years	7.70	200.20
8	30 or more years	9.24	240.24

9

10 (1) For employees whose pay is established in Section 2(d), forty (40) hours of
11 vacation leave may be taken in one (1) hour increments.

12

13 (2) Vacation time is accrued on a bi-weekly basis. No employee will be entitled to
14 or allowed to take any vacation until ninety (90) days of continuous employment from the date
15 of employment.

16

17 **(g)** All references in this ordinance, except as otherwise noted, to accrual rates, additions
18 to, and accrual maximums for vacation are for employees working a scheduled work week of
19 forty (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate
20 basis for employees whose average work week is more or less than forty (40) hours. When an
21 eligible employee's scheduled work week is changed, the employee's rate of accrual shall be

1 changed proportionately. All references in this ordinance to cumulative service for vacation
2 shall mean cumulative service without a break in service of more than one year, except as
3 provided otherwise in this ordinance. No employee who works less than fifty percent (50%)
4 time or who is serving in a limited-term position shall be eligible to accrue vacation.

5
6 **(h)** (1) The maximum vacation balance for those working an average work week of
7 forty (40) hours shall be six hundred (600) hours, except by written request of an appointing
8 authority and with prior approval of the Director of Personnel. Vacation accrual maximums for
9 those working more or less than forty (40) hours per week, but at least fifty percent (50%) time
10 shall be proportionate to the number of hours worked in a bi-weekly pay period.

11
12 (2) When an employee's full-time average work week is changed, the maximum
13 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
14 current vacation balance adjusted so that the vacation shall maintain the same position relative
15 to the new maximum balance as existed with the employee's previous maximum balance.

16
17 (3) Accrual of vacation shall cease when an employee accumulates the maximum
18 vacation balance established for the assigned work schedule and shall not resume until the
19 vacation balance is less than the maximum amount.

1 **(i)** Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
2 each pay period thereafter but employees must complete the entire pay period to accrue the
3 vacation leave at the end of said pay period:

4
5 (1) of appointment;

6
7 (2) of return to duty from leave of absence;

8
9 (3) of restoration to employment of one-half (50%) time or more.

10
11 Vacation leave shall be granted in whole hour units. On termination of service, any
12 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
13 last day at work.

14
15 **(j)** Appointing authorities shall be responsible for establishing all vacation leave schedules,
16 but may not discipline employees by imposing unusual vacation schedules. Vacation shall be
17 granted to the employee as provided by this ordinance in one of the following ways:

18
19 (1) When the employee requests vacation leave in accordance with departmental
20 policies;

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

2
3 (3) When an employee is terminated or resigns from the Classified Service;

4
5 (4) When an employee whose salary is established in Sections 2(a), 2(b), 2(c) or
6 2(d) reaches the established maximum accrual and would cease accruing vacation, and notifies
7 the appointing authority in writing of his/her intention to schedule vacation. Such notice shall
8 be at least seven (7) days prior to the first work day the employee intends to take off. If the
9 appointing authority fails to establish a different vacation schedule, the employee may take the
10 paid leave, which was proposed in writing.

11
12 (5) With the approval of the appointing authority, an employee may request and
13 receive payment from the appointing authority for forty (40) hours of vacation accrual in lieu
14 of scheduling paid leave provided that the full vacation allowance for that year is not exceeded.
15 This may be done a maximum of once in each calendar year. Management employees may
16 request payment from the appointing authority for up to an additional forty (40) hours of their
17 vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them
18 to be absent from work. Employees whose pay is established in Section 2(c) of this ordinance
19 may request payment for up to ninety-six (96) hours of vacation. These requests are subject to
20 the prior approval of the Director of Personnel.

1 **(k)** During the first twelve (12) months of employment, unless stated otherwise in this
2 ordinance, accrued vacation may be granted to an employee provided that the employee has
3 completed six (6) months of continuous service. When employment is terminated before
4 completing twelve (12) months of continuous service, any previously granted vacation leave
5 shall be deducted from the employee's final pay. When the service of an employee is terminated
6 after twelve (12) months of continuous service, any accumulated vacation that is due the
7 employee shall be paid.

8
9 **(l)** Employees who separate from the Classified Service, who are certified from a
10 reemployment list, and who return to the Classified Service within twenty-four (24) months of
11 the separation, will be given credit for prior continuous service in determining the vacation
12 accrual rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and
13 based on the date of the employee's original appointment.

14
15 **(m)** Employees who move to the Classified Service from the Unclassified Service shall be
16 given credit for the years of service in the Unclassified Service in determining the vacation
17 accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date
18 of the employee's original appointment.

19
20 **(n)** Employees who return to work from a "reemployment from layoff" eligible list shall be
21 eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance,

1 provided the employee has completed six (6) months of continuous service prior to the layoff
2 and with approval of the appointing authority. An employee who has completed less than six
3 (6) months of continuous service will be required to complete the remaining portion of the six
4 (6) months period before being eligible to use vacation.

5
6 Any such reemployed worker shall be given credit for prior continuous service in
7 determining the employee's vacation accrual rate in accordance with the schedule established
8 in Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's
9 original appointment. A Commissioned Officer who retires and is rehired as a civilian
10 employee will be considered a new employee for vacation purposes.

11
12 **(o)** Appointing authorities shall be responsible for the management of their vacation
13 schedules so as to most effectively administer their organizations and fulfill the desire of
14 employees in the establishment of leave schedules.

15
16 **(p)** Accrued vacation shall be carried with an employee when transferred, promoted, or
17 demoted from a position under one appointing authority to a position under another appointing
18 authority without a break in service or change in method of pay. Upon the death of an
19 employee, the person or persons entitled by law to receive any compensation due the employee
20 shall be paid the amount due the employee for accrued vacation.

1 **(q)** With the approval of the appointing authority, a retiring employee may be paid on the
2 payroll for accrued vacation in the month prior to retirement without inclusion in the employee's
3 final average compensation. An appointing authority may pay previously accrued vacation off
4 in a lump sum to an employee whose service with the City has terminated. Such payment shall
5 be made on the employee's last regular paycheck.

6
7 **(r)** Employees occupying excepted positions in the Classified Service shall be granted
8 vacation at the discretion of their appointing authority. An employee whose term in an excepted
9 position ends and who is then appointed to a permanent competitive position working fifty
10 percent (50%) time or more shall become eligible to accrue vacation leave with pay upon
11 appointment to the competitive position. Length of cumulative service for the purpose of
12 determining rate of vacation leave accrual shall be based on the employee's original date of
13 appointment to the excepted position, providing there was no break in service between
14 expiration of the excepted position and appointment to the permanent competitive position. The
15 date of appointment to the permanent competitive position shall be used to determine the
16 appropriate rate of vacation accrual for the corresponding length of cumulative service in
17 accordance with the schedule established in Section 17(b).

18
19 **(s)** Appointing authorities shall report leave with pay for vacation and such other authorized
20 absences as the Director of Personnel shall designate to the Department of Personnel in such
21 form and at such time as the Director of Personnel may require.

1
2 **SECTION 18.**

3 **SICK LEAVE**
4

5 **(a)** Employees (non-Police Division employees) ceased accruing sick leave beginning July
6 18, 2010. Employees in Section 2(a) or 2(b) employed by the Board of Police Commissioners
7 prior to September 1, 2013, employed by the City on September 1, 2013 and continuously
8 employed by the City ceased accruing sick leave on June 30, 2014. An employee may choose
9 to use his/her sick leave in accordance with regulations established by the Director of Personnel.
10

11 **(b)** An active employee who is a member of the Employees Retirement System or the
12 Firemen's Retirement System of the City of St. Louis, and who applies for retirement and
13 immediately retires from active service, shall receive payment for his/her sick leave balance
14 less any sick leave credited or paid to a member or used in the calculation of retirement benefits
15 under this or any other ordinance(s). If the Employees Retirement System or Firemen's
16 Retirement System provides for sick leave to be credited or paid to a member or used in the
17 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent
18 (50%) of the value of the employee's sick leave balance. If the Employees Retirement System
19 of the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
20 calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of the
21 employee's sick leave balance at time of retirement.

1
2 **(c)** If a member of the Employees Retirement System or the Firemen's Retirement System
3 of the City of St. Louis who had been otherwise eligible for Normal or Early Service Retirement
4 dies his/her estate may receive payment based on the calculation above on the employee's sick
5 leave balance, if any. Payment shall be made in accordance with the procedures established by
6 the Director of Personnel.

7
8 **(d)** An employee who is reemployed from an authorized layoff shall have his/her prior sick
9 leave balance if any restored, provided this balance has not be used in the determination of
10 pension benefits paid to the retiree.

11
12 **(e)** Commissioned officers will be granted sick leave at the rate of 3.70 hours bi-weekly. In
13 addition, military reinstatements will be credited, on the date of their reinstatement, with the
14 number of sick leave credits accumulated prior to entering the military. Officers hired prior to
15 April 20, 2011 may earn and bank sick leave hours on an unlimited basis until termination from
16 the Division.

17
18 **(f)** Commissioned officers hired prior to April 20, 2011 with thirty (30) years of service
19 and possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their
20 accumulated sick leave hours. Officers hired prior to April 20, 2011 who have at least twenty
21 (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation

1 for one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080
2 hours divided by 12). All other officers hired prior to April 20, 2011 terminating their
3 employment with the Division will receive compensation for one-fourth of their accumulated
4 sick leave hours at the time of termination. These benefits are not granted to employees who
5 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

6
7 **(g)** Employees in Section 2(a) or 2(b) formerly employed by the Board of Police
8 Commissioners prior to April 20, 2011 and continuously employed by the City with thirty (30)
9 years of service and possessing 2,200 accrued sick leave hours, will receive compensation for
10 one-half of their accumulated sick leave hours. Employees in Section 2(a) or 2(b) formerly
11 employed by the Board of Police Commissioners hired prior to April 20, 2011 and continuously
12 employed by the City who have at least twenty (20) years of service who possess 1,600 accrued
13 sick leave hours, will receive compensation for one-fourth of their accumulated sick leave
14 hours, and also receive 173.33 hour pay (2080 hours divided by 12). All other employees in
15 Section 2(a) or 2(b) employed by the Board of Police Commissioners prior to April 20, 2011
16 and continuously employed by the City who terminate their employment with the Division will
17 receive compensation for one-fourth of their accumulated sick leave hours at the time of
18 termination. These benefits are not granted to employees who have pled guilty, been found
19 guilty or otherwise convicted of a crime prior to termination.

1 **(h)** All Commissioned officers, excluding Police Officer Trainees, shall accumulate sick
2 bonus time.

3
4 **(i)** There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay
5 at the current rate of compensation.

6
7 **SECTION 19.**

8 **MEDICAL LEAVE**

9
10 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
11 competitive positions working fifty percent (50%) time or more in accordance with regulations
12 and procedures established by the Director of Personnel.

13
14 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
15 hours of medical leave for each bi-weekly pay period of employment but must complete the
16 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is
17 established for employees working an average work week of forty (40) hours. Medical leave
18 shall be computed on a proportionate basis for employees whose average work week is more
19 or less than forty (40) hours. An eligible employee may be granted paid medical leave by
20 his/her appointing authority after completing twenty-six (26) weeks of continuous service.

1 (2) Employees in Section 2(a) or 2(b) hired by the Police Division on or after
2 September 1, 2013 shall accrue medical leave as stated above in Section 19(a)(1).

3
4 (3) Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners
5 before September 1, 2013 shall be entitled to all of the sick and medical leave accrued during
6 such employment. Subject to the provisions of Section 19(a), medical leave with pay shall be
7 granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the
8 Board of Police Commissioners before September 1, 2013, employed by the City and
9 continuously employed by the City on September 1, 2013.

10
11 **(b)** The Director of Personnel may establish a system of cash awards, paid time off or other
12 incentives to reward employees for perfect and near perfect attendance.

13
14 **(c)** An appointing authority shall remove an employee from the payroll for unexcused
15 absence in accordance with regulations and procedures established by the Director of Personnel.
16 When an employee is docked from the payroll under the provisions of this section, the amount
17 deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly
18 rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked
19 from the payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue
20 medical leave for the pay period.

1 **(d)** If management decides to send their employees or a group of employees home due to
2 inclement weather, they will not lose their medical leave accrual for that pay period.

3
4 **(e)** All leave with or without pay for illness, injury, or physical inability to perform assigned
5 duties shall be recorded on the payroll or a subsidiary document in the manner established by
6 the Director of Personnel. Compensation for periods of absence from work when an employee
7 sustains an injury by accident on the job shall be governed by the provisions of Section 24
8 (Workers' Compensation and Disability Leave) of this ordinance.

9
10 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior
11 medical leave balance and sick leave balance restored if any, provided any sick leave balance
12 has not been credited to the employee's length of service in determining pension benefits paid
13 to the retiree. An employee who is reemployed from an authorized layoff and who has a
14 medical and/or sick leave balance and who completed twenty-six (26) weeks of continuous
15 employment prior to the layoff may take approved medical and/or sick leave upon
16 reemployment.

17
18 **(g)** Each appointing authority shall institute procedures, in accordance with regulations
19 established by the Director of Personnel that will discourage the improper use of medical leave
20 with pay. When an employee is removed from the payroll for absence not approved by the
21 appointing authority, the employee shall be notified promptly in writing.

1
2 **(h)** Employees shall not receive payment for any medical leave balance and it shall not be
3 used in the calculation of retirement benefits or payments under this ordinance or any other
4 ordinance.

5
6 **(i)** There shall be no advancement of medical leave.
7

8 **SECTION 20.**
9 **MILITARY LEAVE**
10

11 The City of St. Louis will follow all applicable state and federal laws on the granting of
12 military leave and reemployment rights.
13

14 Each employee is required to give advance notice (at least 30 days prior to departure
15 when feasible), preferably in writing, of service obligation or intention to perform services in
16 the uniformed services, unless such notice is prevented by military necessity, as determined by
17 a designated authority, or impossible or unreasonable under all of the circumstances.
18

19 Upon the expiration of military leave of absence, the employee shall be reinstated to the
20 class of position he/she occupied at the time the leave was granted without breaking continuity
21 of service. Failure of an employee to report for duty within the time pursuant to state or federal

1 law shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be
2 restored to the employee upon his/her return.

3
4 Full-time, permanent employees paid a bi-weekly rate of pay who are called to active
5 duty as a member of the National Guard or any reserve component of the Armed Forces of the
6 United States and who are placed on a military leave of absence will be granted compensation
7 in the amount to offset the difference between the employee's gross bi-weekly pay with the City
8 and his/her total military pay plus allowances if such military pay and allowances is less than
9 the employee's regular gross bi-weekly rate of pay and subject to submission of documentation
10 as required by the Director of Personnel.

11 12 **SECTION 21.**

13 **LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

14
15 An employee may request a leave of absence, or an appointing authority may request a
16 leave of absence for an employee, for any reason under the City's general leave policy, or a
17 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
18 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
19 provisions and regulations as determined by the Director of Personnel.

1 **(a)** An appointing authority, with the approval of the Director of Personnel, may grant an
2 employee in a competitive position a general leave of absence without pay for a period of one
3 year, which may be extended, with the prior approval of the Director of Personnel.

4
5 Upon the expiration of such leave of absence, the employee shall be reinstated to the
6 competitive position he/she occupied at the time the leave was granted provided the position is
7 still in existence and he/she is able to perform the duties of the position. The employee shall
8 be reinstated to the competitive position at the same relative rate in the salary range the
9 employee occupied at the time the leave was initiated. Failure of an employee to report for duty
10 promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the
11 efficient conduct of the business of the City, an employee on leave other than military leave or
12 qualifying family/medical leave may be notified by the appointing authority, with the approval
13 of the Director of Personnel, to return prior to the expiration of such leave. Failure of the
14 employee to return within ten (10) calendar days after receipt of such notice shall terminate
15 his/her leave of absence and be just cause for dismissal, subject to any applicable federal, state
16 or local regulations.

17
18 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
19 family/medical leave.

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

5
6 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
7 prior to being placed on leave without pay status for approved Family and Medical Leave,
8 except employees can keep one (1) week of vacation hours (if they have accrued one (1) week
9 of vacation and are eligible to take them). Employees will be allowed to use all their
10 compensatory time, if requested by employee.

11
12 **(c)** Any employee in a competitive position who is appointed to an excepted position in the
13 Classified Service shall be granted an in-service leave without pay from the competitive
14 position during the term to which he/she is appointed to the excepted position. Such leave shall
15 be for the term of the appointment to the excepted position and until his/her successor qualifies.
16 Upon the expiration of the appointment to the excepted position, the employee shall be
17 reinstated to the competitive position he/she occupied immediately prior to the in-service leave.
18 The employee shall be reinstated to the competitive position as under a temporary promotion
19 pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a competitive
20 position shall retain any vacation, compensatory time, sick leave, or medical leave balance in
21 effect at the time of granting of the leave of absence for appointment to the excepted position.

1 Employees shall be given credit for time spent in an excepted appointment in computing
2 eligibility for additional vacation leave accrual.

3
4 **(d)** In the event that emergency conditions occur which require the closing of City-operated
5 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
6 of the City of St. Louis may declare an emergency and require an employee or group of
7 employees to take leaves of absence with or without pay while such emergency conditions exist.
8 In the event that the Mayor requires that the leave of absence be without pay, an employee with
9 vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu
10 of all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not
11 interrupt continuity of service for vacation accrual. An emergency leave of absence declared
12 by the Mayor shall not exceed ninety (90) days.

13
14 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
15 absence, except military leave, must take all accrued vacation at the start of the leave of absence
16 except as otherwise provided in this ordinance. Employees who are granted or placed on a non-
17 paid leave of absence will not accrue vacation, sick leave, and medical leave during the period
18 of non-paid leave. Upon the expiration of such leaves of absence, the employee shall follow
19 the procedures as established in this Section 21 and any other applicable regulations and
20 procedures as established by the Director of Personnel.

1 (f) An appointing authority, with the prior approval of the Director of Personnel, may put an
2 employee on a forced leave of absence with or without pay pending the outcome of an
3 investigation or of a pending disciplinary action against the employee. Employees being placed
4 on forced leave may elect to be placed on either vacation leave or compensatory time.

5
6 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
7 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough
8 program.

10 SECTION 22.

11 INSURANCE BENEFITS

12
13 The City of St. Louis is hereby authorized to devise and establish by contract or
14 otherwise plans for life, health, medical, disability, and other insurance coverage deemed
15 necessary for employees in the Classified Service and other employees for the City and their
16 dependents. The Director of Personnel shall develop and administer programs to provide for
17 such coverage. The Director of Personnel shall confer with the Board of Estimate and
18 Apportionment by February 1st of each year regarding coverage plans and the appropriate
19 funding level. The Director shall then be charged with the responsibility of establishing the
20 applicable funding level and remittance rates for the aforementioned plans and certify same to

1 the Comptroller and Budget Director by March 1st of each year. The Director of Personnel may
2 amend said rates as needed.

3
4 **SECTION 23.**

5 **DEATH BENEFIT**
6

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

17
18 **SECTION 24.**

19 **WORKERS' COMPENSATION AND DISABILITY LEAVE**
20

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

12
13 The employee who suffers a personal injury as described in part (a) of this section, and
14 which results in temporary disability, may elect to use sick or medical leave for the first three
15 (3) days of temporary disability. Thereafter, the employee will be compensated at the rate
16 mandated by the Missouri Workers' Compensation Law. If the period of disability extends
17 fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during the
18 first three (3) days of disability will be restored to the employee's sick or medical leave balance.
19 The City Counselor shall determine the actual amount of compensation and length of time
20 during which payments are made for such temporary disability in accordance with the Missouri
21 Workers' Compensation Law.

1

2 **(b)** (1) Any employee in the competitive service whose class title and grade are
3 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
4 personal injury by accident or occupational disease while engaged in actual fire suppression, or
5 related emergency response activities on or about the premises where these activities are being
6 performed, or during transportation to and from the scene of the fire, or emergency, shall
7 promptly report such injury to his/her immediate supervisor. The injury shall be promptly
8 reported through appropriate management personnel to the Director of Personnel and the City
9 Counselor. During the period of temporary disability which has been determined by the City
10 Counselor to be a result of an injury by accident or occupational disease as defined above, the
11 employee may be continued on the payroll at the regular bi-weekly rate less any amount the
12 employee would otherwise pay in taxes on that portion of the benefit found to be exempt from
13 taxation under the Missouri Workers' Compensation Law, or the federal tax code. Disability
14 leave may also be granted when an employee suffers injury as a result of participation in
15 Training Simulation of an exceptional and highly dangerous nature wherein the appointing
16 authority or the Director of the Department of Public Safety has gained the approval of the
17 Director of Personnel prior to such Training Simulation.

18

19 (2) Any employee in the competitive service whose class title and grade are
20 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
21 personal injury by accident or occupational disease arising out of and in the regular course of

1 employment while engaged in or about the premises where his/her duties are being performed,
2 except as otherwise provided in Section 25(b)(1) above shall likewise, promptly report such
3 injury to his/her immediate supervisor, who shall report, through his/her appointing authority,
4 all facts concerning the incident to the City Counselor and the Director of Personnel. During
5 any such period of temporary disability, the employee shall be entitled to workers'
6 compensation benefits as prescribed by State Law.

7
8 (3) Employees in the competitive service whose pay is established in Section 2(d)
9 of this ordinance who suffer personal injury by accident or occupational disease arising out of
10 and in the regular course of employment shall receive compensation in accordance with Police
11 Division policies. Employees in the competitive service whose pay is established in Section
12 2(a) or 2(b) of this ordinance and who were employed by the Board of Police Commissioners
13 and who remain employed by the Police Division who suffer personal injury by accident or
14 occupational disease arising out of and in the regular course of employment shall receive
15 compensation in accordance with Police Division policies.

16
17 (c) The City Counselor, the Director of Personnel, or the appointing authority may require
18 an employee to undergo a physical examination and medical or surgical treatment at the expense
19 of the City to diagnose and treat injuries or illnesses arising out of employment.

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

5
6 **(e)** The City Counselor and the Director of Personnel shall be responsible for the
7 administration of the provisions of this Section and shall establish and publish procedural
8 regulations for the administration of the program. Each appointing authority shall establish
9 procedures to comply with the provisions of this section and established regulations.

11 **SECTION 25.**

12 **JURY AND WITNESS LEAVE**

13
14 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
15 (50%) time or more for such time when such employees are serving as jurors pursuant to order
16 of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
17 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
18 hours to his/her appointing authority and display to the appointing authority the summons which
19 the employee has received and shall give the appointing authority in writing the date and the
20 time of such jury service. No bi-weekly rate employee shall receive any compensation from
21 the Jury Commissioner or the United States District Court system for jury service for days the

1 employee receives compensation from the City. A bi-weekly rate employee may keep the jury
2 stipend for days when the employee receives no compensation from the City (off days, docks,
3 leaves, etc.). Upon being discharged from serving as a juror by the Court or Jury Commissioner,
4 the employee shall forthwith report to his/her appointing authority if discharged during their
5 normally scheduled work hours and shall submit to his/her appointing authority a written
6 statement from the Jury Commissioner certifying that the employee has served as a juror and
7 the time and date so served. The appointing authority shall, upon receipt of the statement of
8 jury service, credit the employee with paid jury leave for such service.

9
10 **(b)** Leave with pay shall be granted to bi-weekly rate employees for such time when the
11 employee's presence is required by the prosecutor in a criminal proceeding or grand jury
12 procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any
13 bi-weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is
14 required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours
15 to his/her appointing authority and shall give the appointing authority in writing the date and
16 time his/her presence is required for such criminal prosecution. Each appointing authority shall
17 establish controls to assure that any paid leave is actually required by the prosecuting authority.
18 An appointing authority may require an employee to furnish satisfactory evidence of being
19 required to be off the job and that all time off was in connection with the prosecution of the
20 case. This procedure shall apply for employee participation in criminal prosecution in State or
21 Federal Courts.

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(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 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

1 plan shall be considered unless offered by a duly licensed resident agent representing a company
2 duly licensed and authorized by the State of Missouri and other applicable federal regulatory
3 agencies to offer such insurance or investment programs.

4
5 In the event Federal or State legislation is changed in a manner affecting and/or relating
6 to any of the aforementioned Deferred Compensation provisions contained in this Section, the
7 Board of Estimate and Apportionment of the City of St. Louis may amend the deferred
8 compensation plan accordingly and may execute any and all documents necessary to achieve
9 and effectuate the recommended changes.

10
11 **SECTION 27.**

12 **RETIREMENT**

13
14 The following provisions shall apply to the Employees Retirement System:

15
16 **(a)** "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

17
18 (1) The annual compensation received by a member for the two (2) consecutive
19 years of creditable service in which the highest compensation was received preceding the
20 termination of his/her employment, and

1 (2) The balance of a member's sick leave on the date of retirement *less* sick leave
2 hours paid to the member upon termination of his/her employment and *less* sick leave hours
3 considered as creditable service for the purpose of determining eligibility for and/or calculation
4 of retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a
5 member's total sick leave on the date of retirement.

6
7 **(b)** If a member has less than two (2) consecutive years of creditable service his/her final
8 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and
9 then multiplied by (4) below:

10
11 (1) The sum of monthly compensation received by the member for each consecutive
12 month of creditable service immediately preceding the termination of his/her employment;

13
14 (2) The balance of a member's sick leave pay on the date of retirement *less* sick
15 leave hours paid to the member upon termination of his/her employment and *less* sick leave
16 hours considered as creditable service for the purpose of determining eligibility for retirement
17 benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total
18 sick leave on the date of retirement.

19
20 (3) The number of consecutive months of creditable service immediately preceding
21 the termination of his/her employment, and

1
2 (4) Twelve (12).
3

4 The years of creditable service of a member shall be the number of years and completed
5 full calendar months of service during which he/she receives compensation from the first day
6 of the calendar month following the date of the beginning of each employment with an
7 employer until his/her employment is terminated, subject to the provisions of this section. The
8 years of creditable service of an employee (as that term is defined in Subsection 11 of Section
9 Four of Ordinance 66511) hired after the operative date (as that term is defined in Subsection
10 18 of Section Four of Ordinance 66511) who had attained the age of sixty (60) years at initial
11 employment shall be the number of years and completed months of service during which he/she
12 receives compensation from October 1, 1988, and hereafter, from the first day on or after
13 October 1, 1988, of the beginning of each employment with an employer until his/her
14 employment is terminated. No creditable service shall be granted for any period of employment
15 before October 1, 1988, after the calendar month in which the member attains age seventy (70).
16 No creditable service for prior employment shall be granted an employee who becomes a
17 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.
18

19 A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be
20 considered as additional creditable service for calculation of retirement benefits under any
21 provision of this Ordinance 66511, as amended:

1
2 (a) Sick leave hours considered as creditable service for the purpose of determining
3 eligibility for retirement benefits, and
4

5 (b) Sick leave hours paid to the member upon termination of his/her employment,
6 and
7

8 (c) Sick leave hours used in determining final average compensation.
9

10 **SECTION 28.**

11 **SEVERABILITY**
12

13 The sections of this ordinance shall be severable. In the event that any section of this
14 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of
15 this ordinance are valid, unless the court finds the valid sections of the ordinance are so essential
16 and inseparably connected with and dependent upon the void section that it cannot be presumed
17 that the Board of Aldermen would have enacted the valid sections without the void ones, or
18 unless the court finds that the valid sections standing alone are incomplete and are incapable of
19 being executed in accordance with the legislative intent.
20

21 **SECTION 29.**

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REPEAL OF PREVIOUS ORDINANCES

Ordinance 70791 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

SECTION 30.

EMERGENCY CLAUSE

This ordinance being deemed necessary for the immediate preservation of the public peace, health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and 20 of the City Charter.

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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20		
21	Approved:	

ORDINANCE 70791

**BOARD BILL NO. 68AA INTRODUCED BY: ALDERWOMAN SHARON TYUS
ALDERMAN FRANK WILLIAMSON, ALDERMAN SHANE COHN,
ALDERMAN LARRY ARNOWITZ, ALDERMAN JOHN J. COATAR,
ALDERWOMAN MEGAN E. GREEN, ALDERMAN JOE VACCARO**

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 70285; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period in which this ordinance is approved by the Mayor.

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

SECTION 1.

ALPHABETICAL LIST OF CLASSES

(a) Beginning with the effective date of this ordinance, 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

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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.

		GRADE/			
TITLE	CODE	SCHEDULE	OVTM		
Abatement and Exemption Analyst	1424	15 G	3		
Account Clerk I	1141	10 G	3		
Account Clerk II	1142	11 G	3		
Accountant I	1441	13 G	2		
Accountant II	1442	14 G	2		
Accounting Coordinator	1444	15 M	1		
Accounting Manager	1446	17 M	1		
Accounting Officer	1447	16 M	1		
Accounting Supervisor	1443	15 M	1		
Administrative Assistant I	1621	13 G	3		
Administrative Assistant II	1622	14 G	3		
Administrative Assistant III	1623	15 M	1		
Administrative Assistant to the Mayor	1721	14 G	1		
Air Pollution Inspector	3922	13 G	3		
Airfield Maintenance Foreman	3322	14 G	3		
Airfield Maintenance Supervisor	1638	15 M	2		

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1	Airfield Maintenance Worker	3324	12	G	3
2	Airfield Maintenance Worker (Lead)	3327	13	G	3
3	Airfield Operations Specialist	1631	14	G	3
4	Airfield Operations Specialist (Lead)	1635	15	G	3
5	Airfield Painter/Maintenance Worker	3247	36	T	3
6	Airfield Painter/Maintenance Worker (Lead)	3248	37	T	3
7	Airport Assistant Director Air Service and				
8	Business Development	1688	19	M	1
9	Airport Assistant Director Community Programs	1655	19	M	1
10	Airport Assistant Director Finance and Accounting	1651	19	M	1
11	Airport Assistant Director Planning and Engineering	1653	19	M	1
12	Airport Assistant Director/Operations & Maintenance	1634	19	M	1
13	Airport Building Maintenance Supervisor	1684	14	M	2
14	Airport Deputy Director Finance and Administration	1686	21	M	1
15	Airport Deputy Director Operations	1639	21	M	1
16	Airport Deputy Director Planning and Development	1652	21	M	1
17	Airport Emergency Preparedness Coordinator	1630	14	G	3
18	Airport Fleet Maintenance Manager	3273	16	M	1
19	Airport Operations Supervisor	1636	16	M	2
20	Airport Planning Manager	1656	18	M	1
21	Airport Police Captain	2145	15	M	1

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1	Airport Police Chief	2147	17	M	1
2	Airport Police Lieutenant	2144	14	G	2
3	Airport Police Officer	2141	12	G	3
4	Airport Police Sergeant	2143	13	G	3
5	Airport Power Plant Manager	1687	15	M	1
6	Airport Properties Division Manager	1654	18	M	1
7	Airport Properties Inspector	4222	13	G	3
8	Airport Properties Specialist	1681	14	G	3
9	Airport Properties Supervisor	1682	15	G	3
10	Airport Risk Manager	1683	15	G	3
11	Airport Traffic Officer	2172	9	G	3
12	Animal Care and Control Officer	2113	11	G	3
13	Animal Regulation Center Supervisor	2116	14	G	3
14	Arborist	3654	15	G	1
15	Architect	4433	15	G	1
16	Architectural Manager	4434	17	M	1
17	Assessor	1439	20	M	1
18	Asset Manager	1486	19	M	1
19	Assistant Fire Chief	2235	81	F	1
20	Assistant Mechanical Maintenance Worker	3412	9	G	3
21	Attorney I	2361	15	G	1

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1	Attorney II	2362	17	G	1
2	Attorney III	2363	18	G	1
3	Attorney IV	2367	20	G	1
4	Attorney Manager	2364	20	M	1
5	Audit Manager	1475	17	M	1
6	Audit Supervisor	1473	16	M	1
7	Auditor I	1471	13	G	2
8	Auditor II	1472	14	G	2
9	Battalion Fire Chief	2227	77	F	1
10	Benefits Clerk	1541	10	G	3
11	Benefits Specialist	1545	12	G	3
12	Billing Supervisor	1192	14	G	3
13	Blacksmith	3231	36	T	3
14	Budget Analyst	1461	14	G	3
15	Budget Analyst (Senior)	1462	15	G	3
16	Budget Director	1468	21	M	1
17	Building Inspection Manager I	3856	16	M	1
18	Building Inspection Manager II	3857	17	M	1
19	Building Inspection Supervisor	3855	15	G	3
20	Building Inspector I	3851	36	T	3
21	Building Inspector II	3852	37	T	3

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1	Building Maintenance and Operations Supervisor	3753	14	G	3
2	Building Maintenance Worker	3411	12	G	3
3	Buyer	1223	14	G	3
4	CAD Technician	4422	12	G	3
5	Capital Improvement Project Liaison	4344	15	G	3
6	Carpenter	3211	36	T	3
7	Carpenter (Lead)	3212	37	T	3
8	Carpenter Foreman	3213	39	T	3
9	Cashier	1182	9	G	3
10	Cashier Supervisor	1184	11	G	3
11	Chemist I	3551	13	G	2
12	Chemist II	3552	14	G	2
13	Chemistry Supervisor	3553	16	G	1
14	Chief of Staff	1737	23	M	1
15	Chief Paramedic	5721	17	M	1
16	Chief Plan Examiner	4233	17	M	1
17	City Counselor	2368	22	M	1
18	City Court Administrator	1676	16	M	1
19	City Court Judge	2369	17	G	1
20	City Planning Executive	4143	19	M	1
21	City Register	1661	14	M	1

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	City Surveyor	4293	15	G	3
2	Civil Engineer I	4241	14	G	2
3	Civil Engineer II	4242	15	G	1
4	Civil Engineer III	4243	16	G	1
5	Civil Engineer III/Computer Network Coordinator	4244	16	G	1
6	Civil Engineer Supervisor	4245	16	M	1
7	Clerical Aide	1111	5	G	3
8	Clerical Supervisor	1115	13	G	3
9	Clerk I	1112	8	G	3
10	Clerk II	1113	9	G	3
11	Clerk Typist I	1121	8	G	3
12	Clerk Typist II	1122	9	G	3
13	Clerk Typist III	1123	10	G	3
14	Client Service Coordinator I	6147	13	G	3
15	Client Service Coordinator II	6148	14	G	3
16	CODIS Administrator	2541	15	G	1
17	Commissioner of Buildings	3858	20	M	1
18	Commissioner of Communications	1811	17	M	1
19	Commissioner of Community Mediation	2389	17	M	1
20	Commissioner of Corrections	2373	20	M	1
21	Commissioner of Emergency Management	2181	17	M	1

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1	Commissioner of Equipment Services	3277	19	M	1
2	Commissioner of Excise	2193	17	M	1
3	Commissioner of Facilities Management	3755	19	M	1
4	Commissioner of Forestry	3644	19	M	1
5	Commissioner of Health	5688	21	M	1
6	Commissioner of Parks	3645	19	M	1
7	Commissioner of Recreation	7137	19	M	1
8	Commissioner of Refuse	3135	19	M	1
9	Commissioner of Streets	4248	19	M	1
10	Commissioner of Supply	1229	18	M	1
11	Commissioner of Traffic	4283	19	M	1
12	Commissioner of Water	4329	20	M	1
13	Commissioner of the Civilian Oversight Board	2179	17	M	1
14	Commissioner on the Disabled	6163	17	M	1
15	Communications Center Coordinator	2161	14	G	3
16	Communications Equipment Installer	1869	31	T	3
17	Communications Service Center Manager	1865	18	M	1
18	Communications Service Center Specialist I	1861	13	G	3
19	Communications Service Center Specialist II	1862	15	G	3
20	Communications Service Center Supervisor	1864	16	M	1
21	Community Development Planner I	4121	13	G	3

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1	Community Development Planner II	4122	14	G	3
2	Community Development Planner III	4126	15	G	1
3	Community Development Research Analyst	4184	15	G	3
4	Community Development Specialist I	4123	13	G	3
5	Community Development Specialist II	4124	14	G	3
6	Community Development Supervisor	4127	15	M	1
7	Community Health Aide	5624	10	G	3
8	Community Program Aide	6171	10	G	3
9	Comptroller	1489	2	E	1
10	Computer Operations Supervisor	1327	13	M	1
11	Computer Operator I	1323	10	G	3
12	Computer Operator II	1324	11	G	3
13	Computer Programmer I	1331	13	G	3
14	Computer Programmer II	1332	14	G	3
15	Concrete Finisher	3283	36	T	3
16	Construction and Maintenance Manager	3759	17	M	1
17	Construction Equipment Foreman I	3328	39	T	3
18	Construction Equipment Foreman II	3329	40	T	3
19	Construction Equipment Operator I	3332	35	T	3
20	Construction Equipment Operator II	3333	36	T	3
21	Construction Project Leader	4346	15	G	3

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1	Contract Compliance Officer	1662	14	G	2
2	Contract Specialist	1663	11	G	3
3	Contract Supervisor	1664	15	G	3
4	Correctional Case Worker	2337	12	G	3
5	Correctional Center Superintendent	2372	19	M	1
6	Correctional Chief of Security	2338	15	M	1
7	Correctional Classification Assistant	2333	11	G	3
8	Correctional Investigator	2339	12	G	3
9	Correctional Officer I	2331	11	G	3
10	Correctional Officer II	2332	12	G	3
11	Correctional Program Manager	2374	16	M	1
12	Correctional Shift Supervisor	2335	14	G	3
13	Correctional Training Coordinator	2381	14	G	2
14	Correctional Training Officer	2384	13	G	3
15	Correctional Unit Manager	2375	15	M	1
16	Court Room Clerk	1118	9	G	3
17	Court Room Clerk Coordinator	1119	10	G	3
18	Criminalist I	2544	13	G	3
19	Criminalist II	2545	14	G	3
20	Criminalist Supervisor	2546	16	M	1
21	Cultural Resources Director	1674	18	M	1

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1	Custodian	3711	6	G	3
2	Custodian (Lead)	3712	7	G	3
3	Customer Service Manager	1726	16	M	1
4	Customer Service Representative I	1116	10	G	3
5	Customer Service Representative II	1117	11	G	3
6	Customer Service Supervisor	1185	13	M	2
7	Data Entry Operator	1312	8	G	3
8	Data Entry Supervisor	1315	11	G	3
9	Data Processing Manager	1365	18	M	1
10	Deputy Airport Police Chief	2146	16	M	1
11	Deputy Assessor	1435	18	M	1
12	Deputy Budget Director	1467	17	M	1
13	Deputy Chief Paramedic	5724	16	M	1
14	Deputy City Counselor	2366	21	M	1
15	Deputy City Engineer	4316	21	M	1
16	Deputy Commissioner of Buildings	3859	19	M	1
17	Deputy Commissioner of Equipment Services	3275	17	M	1
18	Deputy Commissioner of Refuse	3134	17	M	1
19	Deputy Commissioner of Supply	1228	17	M	1
20	Deputy Comptroller	1488	21	M	1
21	Deputy Director of Civil Rights Enforcement Agency	6138	16	M	1

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1	Deputy Director of Employment and Training	6228	18	M	1
2	Deputy Director of Personnel	1528	20	M	1
3	Deputy Director of Planning and Urban Design	4188	19	M	1
4	Deputy Director of Public Safety	2152	20	M	1
5	Deputy Fire Chief	2231	78	F	1
6	Deputy Marshal	2121	10	G	3
7	Detention Center Superintendent	2371	18	M	1
8	Digital/Printing Press Operator	2412	31	T	3
9	Director of Airports	1658	23	M	1
10	Director of Civil Rights Enforcement Agency	6139	18	M	1
11	Director of Community Development	4144	22	M	1
12	Director of Employment and Training	6229	20	M	1
13	Director of Health and Hospitals	5589	23	M	1
14	Director of Human Services	6169	21	M	1
15	Director of Information Technology	1367	21	M	1
16	Director of Parks, Recreation and Forestry	3649	21	M	1
17	Director of Personnel	1529	22	M	1
18	Director of Planning and Urban Design	4186	20	M	1
19	Director of Public Safety	2151	22	M	1
20	Director of Public Utilities	4349	21	M	1
21	Director of Streets	4249	21	M	1

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1	Disabled Services Representative	6173	11	G	3
2	DNA Technical Leader	2548	15	G	1
3	Document Specialist	5643	11	G	3
4	Drafting Supervisor	4425	13	G	3
5	Electrical Engineer	4261	15	G	1
6	Electrical Engineer (Senior)	4262	16	G	1
7	Electrical Inspection Supervisor	3815	15	G	3
8	Electrical Inspector I	3811	36	T	3
9	Electrical Inspector II	3812	38	T	3
10	Electrical Supervisor	3226	15	M	2
11	Electrician	3223	36	T	3
12	Electrician (Lead)	3224	38	T	3
13	Electrician Foreman	3225	39	T	3
14	Electronic Control Systems Technician	3442	36	T	3
15	Electronic Instrument Technician	3443	36	T	3
16	Electronic Technician Supervisor	3444	39	T	3
17	Emergency Management Specialist	2183	15	G	1
18	Emergency Management System Technician	2182	36	T	3
19	Employment and Training Representative	6211	12	G	3
20	Employment and Training Specialist I	6213	13	G	3
21	Employment and Training Specialist II	6214	14	G	3

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1	Employment and Training Specialist III	6215	15	G	3
2	Employment and Training Specialist IV	6218	17	G	1
3	EMS Communications Supervisor	5723	14	M	2
4	EMS Dispatcher	5731	11	G	3
5	EMS Inventory Supervisor	5722	12	G	3
6	EMS Lead Dispatcher	5732	12	G	3
7	EMS Training Specialist	5719	14	G	3
8	EMT (Emergency Medical Technician)	5714	11	G	4
9	Engineering Manager I	4312	17	M	1
10	Engineering Manager II	4313	18	M	1
11	Engineering Technician I	4224	13	G	3
12	Engineering Technician II	4225	14	G	3
13	Engineering Technician Supervisor	4226	15	M	2
14	Environmental Court Coordinator	3881	15	M	1
15	Environmental Engineer	4254	15	G	1
16	Environmental Health Officer	5622	13	G	3
17	Environmental Health Supervisor	5638	14	G	2
18	Environmental Regulatory Compliance and Safety				
19	Manager	1659	19	M	1
20	Epidemiologist	5642	16	G	1
21	Equipment Operator	3321	9	G	3

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1	Estimator	4223	13	G	3
2	Executive Assistant I	1628	16	G	1
3	Executive Assistant II	1629	17	M	1
4	Executive Assistant to the Mayor	1725	20	M	1
5	Executive Director for Development	1728	23	M	1
6	Executive Director for Operations	1736	23	M	1
7	Executive Director of the Affordable Housing				
8	Commission	1722	19	M	1
9	Executive Secretary I	1134	12	G	3
10	Executive Secretary II	1135	14	G	2
11	Executive Secretary to the Comptroller	1136	14	G	2
12	Executive Secretary to the Mayor	1727	21	M	1
13	Exercise Physiologist	2572	13	G	3
14	Facilities Maintenance Worker	3419	35	T	3
15	Financial Analyst	1482	15	G	1
16	Financial Supervisor/Information Systems Coordinator	1484	16	M	1
17	Fingerprint Technician	2556	11	G	3
18	Fingerprint Technician Supervisor	2557	14	G	3
19	Fire Alarm Manager	2216	74	F	1
20	Fire Captain	2226	72	F	3
21	Fire Commissioner	2239	83	F	1

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1	Fire Equipment Dispatcher	2212	69	F	3
2	Fire Private	2222	69	F	3
3	Firearms Examiner	2551	13	G	2
4	Firearms Examiner Supervisor	2553	16	M	2
5	Fiscal Manager	1448	18	M	1
6	Fiscal Officer I	1492	16	G	1
7	Fiscal Officer II	1493	17	G	1
8	Fiscal Operations Support Manager	1491	19	M	1
9	Fitness Programs Supervisor	2573	14	G	3
10	Fleet Body Repair Specialist	3288	35	T	3
11	Fleet Maintenance Foreman I	3266	39	T	3
12	Fleet Maintenance Foreman II	3267	40	T	3
13	Fleet Maintenance Manager	3274	16	M	1
14	Fleet Maintenance Parts Specialist	3287	31	T	3
15	Fleet Maintenance Parts Supervisor	3284	33	T	3
16	Fleet Maintenance Technician I	3261	31	T	3
17	Fleet Maintenance Technician II	3262	35	T	3
18	Fleet Maintenance Technician III	3263	37	T	3
19	Fleet Maintenance Technician IV	3265	38	T	3
20	Food Establishment Inspector	5631	13	G	3
21	Forestry Foreman	3641	11	G	3

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1	Forestry Supervisor	3622	13	G	3
2	Gardener	3632	10	G	3
3	Gardener Supervisor	3633	11	G	3
4	GIS Specialist I/Graphic Designer	4111	13	G	3
5	GIS Specialist II/Graphic Designer	4112	14	G	3
6	GIS/Graphic Design Manager	4113	15	M	1
7	Government Services Administrator	1627	17	M	1
8	Government Services Analyst	1625	16	G	1
9	Grants Administrator	1453	15	M	1
10	Grants Manager	1455	17	M	1
11	Graphic Arts Technician	4187	37	T	3
12	Graphic Designer	4182	12	G	3
13	Health Care Compliance Specialist	5515	14	G	3
14	Health Education Planner	5696	12	G	3
15	Health Marketing Administrator	5685	16	G	1
16	Health Planning Executive	5571	17	M	1
17	Health Services Manager I	5681	17	M	1
18	Health Services Manager II	5682	18	M	1
19	Heavy Equipment Operator I	3325	10	G	3
20	Heavy Equipment Operator II	3326	11	G	3
21	Historic Preservation Planner I	4192	13	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Historic Preservation Planner II	4193	14	G	3
2	Housekeeping Manager	3719	14	G	2
3	Housekeeping Supervisor I	3715	11	G	3
4	Housekeeping Supervisor II	3716	13	G	3
5	Housing Development Analyst	4125	14	G	3
6	Housing Development Analyst (Senior)	4128	15	G	3
7	Human Relations Specialist	6131	13	G	3
8	Human Resources Manager	1523	18	M	1
9	Human Resources Specialist I	1513	13	G	3
10	Human Resources Specialist II	1514	14	G	3
11	Human Resources Specialist III	1515	15	G	3
12	Human Resources Specialist IV	1516	16	G	1
13	HVAC Foreman	3418	39	T	3
14	HVAC Mechanic	3417	36	T	3
15	Information Security Administrator	1369	17	G	1
16	Information Systems Administrator	1362	20	M	1
17	Information Systems Coordinator	1322	13	G	3
18	Information Systems Support Manager	1363	19	M	1
19	Internet Services Manager	1368	18	M	1
20	Inventory Control Specialist	1214	8	G	3
21	Inventory Control Technician I	1211	8	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Inventory Control Technician II	1212	9	G	3
2	Inventory Coordinator	1215	10	G	3
3	Inventory Supervisor	1213	11	G	3
4	Investigative Assistant	2579	13	G	3
5	Labor Foreman I	3121	12	G	3
6	Labor Foreman II	3125	13	G	3
7	Labor Supervisor	3128	14	M	2
8	Laboratory Director	3555	17	M	1
9	Laboratory Manager	2542	17	M	1
10	Laboratory Supervisor	5463	16	M	1
11	Laboratory Technician	3554	11	G	3
12	Laborer	3111	8	G	3
13	Laborer (Lead)	3112	9	G	3
14	Landscape Supervisor	3634	14	G	3
15	Latent Fingerprint Examiner	2554	14	G	3
16	Lead Abatement Inspector	5626	13	G	3
17	Lead Abatement Worker	5625	11	G	3
18	Lead Abatement Worker (Lead)	5627	12	G	3
19	Legal Investigator I	2351	13	G	3
20	Legal Investigator II	2352	14	G	3
21	Legal Secretary	1151	12	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Librarian	2575	14	G	3
2	Licensed Practical Nurse	5181	11	G	3
3	Lifeguard	7111	5	G	3
4	Lifeguard Supervisor	7112	7	G	3
5	Liquor Control Officer	2191	11	G	3
6	Liquor Control Supervisor	2192	14	G	3
7	Locksmith	3416	35	T	3
8	Machine Shop Foreman	3238	38	T	3
9	Machinist	3233	36	T	3
10	Mail Room Supervisor	1186	14	G	3
11	Mayor	1739	3	E	1
12	Mechanical Engineer	4271	15	G	1
13	Mechanical Engineer (Senior)	4272	16	G	1
14	Mechanical Equipment Inspection Supervisor	3845	15	M	1
15	Mechanical Inspector I	3841	36	T	3
16	Mechanical Inspector II	3843	38	T	3
17	Mechanical Maintenance Foreman	3415	38	T	3
18	Mechanical Maintenance Worker	3413	35	T	3
19	Medical Service Coordinator	6149	14	G	3
20	Medical Technologist	5461	13	G	3
21	Medical Technologist (Lead)	5462	14	G	3

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1	Messenger/Mail Clerk	1181	5	G	3
2	Microcomputer Support Specialist	1328	11	G	3
3	Municipal Parking Garage Manager	3133	14	M	1
4	Neighborhood Development Executive	3872	17	M	1
5	Neighborhood Improvement Specialist	3871	14	G	3
6	Neighborhood Improvement Supervisor	3873	15	G	3
7	Network Systems Manager	1364	19	M	1
8	Nurse Practitioner	5131	16	G	1
9	Nutrition Program Coordinator	5664	14	G	2
10	Painter	3242	36	T	3
11	Painter (Lead)	3243	37	T	3
12	Painter Foreman	3245	39	T	3
13	Paralegal	2365	12	G	3
14	Paramedic	5717	13	G	4
15	Paramedic Crew Chief	5718	14	G	4
16	Paramedic Supervisor	5716	15	G	4
17	Park Facilities Maintenance Superintendent	3617	16	M	1
18	Park Maintenance Manager	3618	16	M	1
19	Park Ranger	2132	10	G	3
20	Park Ranger Supervisor	2133	11	G	3
21	Park Supervisor I	3612	12	G	3

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1	Park Supervisor II	3613	13	G	3
2	Parking Garage Attendant	3114	6	G	3
3	Parking Garage Attendant (Lead)	3115	8	G	3
4	Parkkeeper	3611	11	G	3
5	Parole and Probation Officer	2321	13	G	3
6	Parole and Probation Supervisor	2324	15	M	1
7	Payroll Manager	1449	17	M	1
8	Payroll Specialist I	1171	10	G	3
9	Payroll Specialist II	1172	11	G	3
10	Payroll Specialist III	1174	12	G	3
11	Payroll Supervisor	1173	14	G	3
12	Permit Supervisor	1673	14	M	1
13	Personal Property Appraisal Manager	1415	15	M	1
14	Personal Property Appraisal Supervisor	1413	14	M	2
15	Personal Property Appraiser I	1411	11	G	3
16	Personal Property Appraiser II	1412	12	G	3
17	Pest Control Worker	5699	9	G	3
18	Photographer I	2558	10	G	3
19	Photographer II	2559	11	G	3
20	Physician	5553	18	G	1
21	Pipefitter	3254	36	T	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Plan Examiner	4232	14	G	2
2	Plumber	3251	36	T	3
3	Plumber Foreman	3253	39	T	3
4	Plumbing Inspection Supervisor	3824	15	M	1
5	Plumbing Inspector I	3821	36	T	3
6	Plumbing Inspector II	3822	38	T	3
7	Police Assistant Chief	2536	81	D	1
8	Police Captain	2526	74	D	1
9	Police Commissioner	2538	83	D	1
10	Police Dispatch Manager	2568	15	M	1
11	Police Dispatch Supervisor	2566	13	G	3
12	Police Dispatcher I	2563	10	G	3
13	Police Dispatcher II	2564	11	G	3
14	Police Lieutenant	2524	72	D	1
15	Police Lieutenant Colonel	2534	78	D	1
16	Police Major	2532	77	D	1
17	Police Officer	2514	69	D	3
18	Police Planner I	2591	13	G	3
19	Police Planner II	2592	15	G	3
20	Police Planning Manager	2593	17	M	1
21	Police Probationary Officer	2513	69	D	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Police Sergeant	2522	71	D	3
2	Polygraph Examiner	2576	14	G	3
3	President, Board of Aldermen	1748	1	E	1
4	President, Board of Public Service	4348	23	M	1
5	Printing and Duplicating Graphics Manager	2413	15	M	1
6	Printing Supervisor	2414	13	G	3
7	Prisoner Processing Clerk	2582	9	G	3
8	Prisoner Processing Supervisor	2584	13	G	3
9	Probationary Fire Equipment Dispatcher	2211	69	F	3
10	Probationary Fire Private	2221	69	F	3
11	Process Control Specialist	4265	15	G	2
12	Procurement Specialist	1225	13	G	3
13	Procurement/Purchasing Manager I	1226	16	M	1
14	Procurement/Purchasing Manager II	1227	17	M	1
15	Program Coordinator	1698	14	G	3
16	Program Manager I	1693	15	M	1
17	Program Manager II	1694	16	M	1
18	Program Specialist I	1696	11	G	3
19	Program Specialist II	1691	12	G	3
20	Program Supervisor	1692	13	G	3
21	Program Worker	7312	5	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Programmer/Analyst I	1341	15	G	2
2	Programmer/Analyst II	1342	16	G	2
3	Programmer/Analyst III	1343	17	G	2
4	Public Health Education Coordinator	5648	15	G	2
5	Public Health Educator	5695	15	G	3
6	Public Health Intake Supervisor	5646	15	G	2
7	Public Health Intake Worker	5647	12	G	3
8	Public Health Nurse I	5651	14	G	3
9	Public Health Nurse II	5653	15	G	3
10	Public Health Nurse III	5654	16	G	2
11	Public Health Nursing Supervisor	5655	17	M	1
12	Public Health Program Representative	5693	13	G	3
13	Public Health Program Specialist	5691	14	G	3
14	Public Health Program Supervisor	5694	15	G	2
15	Public Information Manager	1617	18	M	1
16	Public Information Officer I	1614	13	G	2
17	Public Information Officer II	1615	15	G	1
18	Public Information Officer Supervisor	1616	15	M	1
19	Public Information Officer to the Comptroller	1618	15	G	1
20	Public Information Officer to the Mayor	1613	16	G	1
21	Public Nuisance Inspector	3861	10	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Public Safety Specialist	2136	15	G	1
2	Real Estate Records Clerk	1668	10	G	3
3	Real Estate Records Manager	1426	14	M	1
4	Real Estate Specialist	1667	13	G	3
5	Real Property Appraisal Manager	1429	17	M	1
6	Real Property Appraisal Supervisor I	1428	15	M	1
7	Real Property Appraisal Supervisor II	1427	16	M	1
8	Real Property Appraiser I	1421	13	G	3
9	Real Property Appraiser II	1422	14	G	3
10	Receptionist	1161	8	G	3
11	Receptionist to the Mayor	1162	9	G	3
12	Records Retention Supervisor	1187	14	G	3
13	Recreation Area Manager	7118	16	M	1
14	Recreation Assistant	7116	7	G	3
15	Recreation Leader	7117	10	G	3
16	Recreation Supervisor I	7114	12	G	3
17	Recreation Supervisor II	7115	14	M	2
18	Refuse Route and Safety Coordinator	3931	11	G	3
19	Refuse Superintendent	3131	16	M	1
20	Registered Nurse I	5121	14	G	3
21	Registered Nurse II	5122	15	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Research Analyst to the Mayor	1729	16	G	1
2	Safety Officer I	1531	13	G	3
3	Safety Officer II	1532	14	G	3
4	Safety Officer III	1533	15	G	3
5	School Crossing Guard	2174	5	G	3
6	Secretary and Stenographer to the Mayor	1175	11	G	3
7	Secretary I	1131	9	G	3
8	Secretary II	1132	10	G	3
9	Secretary to the Board of Estimate and Apportionment	1137	12	G	3
10	Secretary to the Board of Public Service	1671	14	M	1
11	Security Officer	2131	10	G	3
12	Senior Fire Equipment Dispatcher	2215	72	F	3
13	Senior Plan Examiner	4234	15	G	1
14	Senior Plan Examiner/Code Development Specialist	4235	16	G	1
15	Solid Waste Route Foreman	3127	13	G	3
16	Soulard Market Manager	3757	15	M	1
17	Special Assistant for Development	1724	17	M	1
18	Special Assistant to the Comptroller	1672	16	G	1
19	Special Assistant to the Mayor	1723	17	G	1
20	Special Assistant to the Water Commissioner	3538	17	M	1
21	Special Events Program Executive	1697	18	M	1

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1	Specialist on Aging I	6121	13	G	3
2	Specialist on Aging II	6122	14	G	3
3	Stable Attendant	2577	9	G	3
4	Stationary Engineer	3423	36	T	3
5	Street and Traffic Inspection Supervisor	3956	14	M	1
6	Street and Traffic Inspector	3954	11	G	3
7	Street and Traffic Liaison	1643	14	M	1
8	Street Lighting Superintendent	3229	16	M	1
9	Street Maintenance Superintendent	3132	16	M	1
10	Superintendent of Soldiers' Memorial	3756	14	M	1
11	Supervising Deputy Marshal	2124	11	G	3
12	Supervising Stationary Engineer I	3427	39	T	3
13	Supervising Stationary Engineer II	3428	15	M	1
14	Supervisor-STD Intervention and Outreach Program	5649	15	M	2
15	Survey Projects Coordinator	4246	15	G	1
16	Systems Analyst	1351	15	G	2
17	Systems Analyst Senior	1353	17	G	1
18	Systems Development Manager	1366	19	M	1
19	Systems Development Specialist	1355	17	G	2
20	Systems Project Leader	1352	18	M	1
21	Technical Support Specialist I	1371	15	G	3

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1	Technical Support Specialist II	1372	16	G	3
2	Telecommunications Inspector	1824	13	G	3
3	Telecommunications Maintenance Supervisor	1854	13	G	3
4	Telecommunications Specialist	1853	14	G	3
5	Telecommunications Supervisor	2173	12	G	3
6	Telecommunications Technician	1855	12	G	3
7	Telecommunicator	2171	10	G	3
8	Tow Truck Operator	3311	10	G	3
9	Towing Services Foreman	3313	11	G	3
10	Towing Services Manager	3317	15	M	1
11	Towing Services Supervisor	3314	14	M	2
12	Trades Helper	3281	31	T	3
13	Traffic Engineer	4281	15	G	1
14	Traffic Engineer (Senior)	4282	16	G	1
15	Traffic Engineering Manager	4284	17	M	1
16	Transportation Center Operations Specialist	3752	11	G	3
17	Transportation Center Operations Supervisor	3751	16	M	1
18	Tree Trimmer	3621	10	G	3
19	Urban Designer	4185	14	G	3
20	Urban Forester	3652	14	G	2
21	Urban Forestry Assistant	3651	11	G	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Urban Forestry Superintendent	3656	16	M	1
2	Utility Worker	3117	9	G	3
3	Utility Worker (Lead)	3118	10	G	3
4	Veterans Service Officer	1695	14	G	3
5	Veterinarian	2119	16	G	1
6	Veterinarian Technician	2118	11	G	3
7	Video Engineer	1823	40	T	3
8	Video Production Manager	1812	16	M	1
9	Video Production Specialist	1822	36	T	3
10	Video Production Supervisor	1821	40	T	3
11	Water Distribution Executive	4314	19	M	1
12	Water Distribution Superintendent	3535	16	M	1
13	Water Distribution Supervisor	3534	14	M	2
14	Water Maintenance Foreman	3517	13	G	3
15	Water Maintenance Worker	3512	11	G	3
16	Water Meter and Tap Supervisor	3526	14	M	1
17	Water Meter Worker	3521	10	G	3
18	Water Meter Worker Supervisor	3522	13	G	3
19	Water Plant Maintenance Foreman	3543	39	T	3
20	Water Plant Maintenance Manager	3531	17	M	1
21	Water Plant Maintenance Mechanic	3541	36	T	3

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

1	Water Plant Maintenance Mechanic (Lead)	3542	38	T	3
2	Water Production Engineer	3536	17	M	1
3	Water Production Executive	4315	19	M	1
4	Water Services Manager	3537	14	M	1
5	Water System Inspector	3524	11	G	3
6	Water Treatment Plant Operator	3515	36	T	3
7	Water Treatment Plant Supervisor I	3514	38	T	3
8	Water Treatment Plant Supervisor II	3519	39	T	3
9	Water Utility Worker	3513	10	G	3
10	Web Development Specialist I	1345	14	G	2
11	Web Development Specialist II	1346	15	G	2
12	Welder	3235	36	T	3
13	Workers Compensation Specialist	1543	13	G	3
14	Zoning Administrator	4165	16	M	1
15	Zoning Inspector	4163	10	G	3
16	Zoning Specialist	4162	12	G	3

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SECTION 2.

19

OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

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Board Bill No. 68AA Sponsored: Alderwoman Sharon Tyus, Alderman Frank Williamson, Alderman Shane Cohn, Alderman Larry Arnowitz, Alderman John J. Coatar, Alderwoman Megan E. Green, Alderman Joe Vaccaro

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 and Management Schedule, (b) - Trades Schedule, (c) - Fire Division Schedule, (d) - Police Division Schedule and (e) - Elected Official Schedule.

(a) GENERAL AND MANAGEMENT PAY SCHEDULE:

The following bi-weekly pay schedule for all pay grades denoted with the suffix "G" or "M" shall become effective at the start of the bi-weekly pay period of the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1	713	773	840	912	989	1074	1169	1270	1400
2	724	785	853	926	1004	1090	1187	1289	1421
3	735	796	865	940	1019	1106	1204	1308	1442
4	746	808	878	954	1034	1123	1222	1328	1464
5	757	820	892	968	1050	1140	1241	1348	1486
6	768	833	905	982	1065	1157	1259	1368	1508

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7	780	845	918	997	1081	1174	1278	1389	1531
8	791	858	932	1012	1098	1192	1297	1410	1554
9	803	871	946	1027	1114	1210	1317	1431	1577
10	815	884	960	1043	1131	1228	1337	1452	1601
11	827	897	975	1058	1148	1246	1357	1474	1625
12	840	911	989	1074	1165	1265	1377	1496	1649
13	852	924	1004	1090	1182	1284	1398	1518	1674
14	865	938	1019	1107	1200	1303	1419	1541	1699
15	878	952	1035	1123	1218	1323	1440	1564	1724
16	891	966	1050	1140	1236	1343	1462	1588	1750
17	905	981	1066	1157	1255	1363	1483	1612	1777
18	918	996	1082	1175	1274	1383	1506	1636	1803
19	932	1011	1098	1192	1293	1404	1528	1660	1830
20	946	1026	1115	1210	1312	1425	1551	1685	1858
21	960	1041	1131	1228	1332	1447	1574	1711	1886
22	975	1057	1148	1247	1352	1468	1598	1736	1914
23	989	1073	1166	1265	1372	1490	1622	1762	1943
24	1004	1089	1183	1284	1393	1513	1646	1789	1972
25	1019	1105	1201	1304	1414	1535	1671	1815	2001
26	1035	1122	1219	1323	1435	1558	1696	1843	2031
27	1050	1138	1237	1343	1457	1582	1722	1870	2062
28	1066	1155	1256	1363	1478	1605	1747	1898	2093
29	1082	1173	1274	1384	1501	1629	1774	1927	2124
30	1114	1208	1313	1425	1546	1679	1827	1985	2188

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Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384

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24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2509	2881	3304	3795	4357	5005	5749	6206	6699	7233

(b) TRADES PAY SCHEDULE:

The following bi-weekly pay schedule for all pay grades denoted with the suffix "T" shall become effective at the start of the bi-weekly pay period of the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	31	32	33	34	35	36	37	38	39	40
Step										
1	1119	1171	1223	1281	1340	1403	1470	1536	1609	1685
2	1136	1189	1241	1300	1360	1424	1492	1559	1633	1710
3	1153	1206	1260	1320	1381	1445	1514	1582	1658	1736
4	1170	1224	1279	1340	1401	1467	1537	1606	1682	1762
5	1188	1243	1298	1360	1422	1489	1560	1630	1708	1788
6	1205	1261	1318	1380	1444	1511	1584	1655	1733	1815

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7	1224	1280	1337	1401	1465	1534	1607	1680	1759	1842
8	1242	1300	1357	1422	1487	1557	1631	1705	1786	1870
9	1261	1319	1378	1443	1510	1580	1656	1730	1813	1898
10	1279	1339	1398	1465	1532	1604	1681	1756	1840	1927
11	1299	1359	1419	1487	1555	1628	1706	1783	1867	1956
12	1318	1379	1441	1509	1578	1653	1732	1809	1895	1985
13	1338	1400	1462	1532	1602	1677	1758	1836	1924	2015
14	1358	1421	1484	1555	1626	1703	1784	1864	1953	2045
15	1378	1442	1506	1578	1651	1728	1811	1892	1982	2076
16	1399	1464	1529	1602	1675	1754	1838	1920	2012	2107
17	1420	1486	1552	1626	1700	1780	1865	1949	2042	2138
18	1441	1508	1575	1650	1726	1807	1893	1978	2072	2170
19	1463	1531	1599	1675	1752	1834	1922	2008	2104	2203
20	1485	1554	1623	1700	1778	1862	1951	2038	2135	2236
21	1507	1577	1647	1725	1805	1890	1980	2069	2167	2269
22	1530	1601	1672	1751	1832	1918	2010	2100	2200	2303
23	1553	1625	1697	1777	1859	1947	2040	2131	2233	2338
24	1576	1649	1722	1804	1887	1976	2070	2163	2266	2373
25	1600	1674	1748	1831	1916	2006	2101	2196	2300	2409
26	1624	1699	1775	1859	1944	2036	2133	2229	2335	2445
27	1648	1725	1801	1887	1973	2066	2165	2262	2370	2482
28	1673	1750	1828	1915	2003	2097	2197	2296	2405	2519
29	1698	1777	1856	1944	2033	2129	2230	2330	2441	2557
30	1863	1948	2040	2137	2230	2341	2450	2559	2686	2807

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1 **(c) FIRE DIVISION PAY SCHEDULE:**

2

3 The bi-weekly pay schedule for all pay grades denoted by the suffix “F” will be
4 adopted in accordance with Section 31 of Article XVIII of the City Charter. The Director of
5 Personnel shall establish such regulations and procedures as are necessary to place the Fire
6 Division Pay Schedule in effect. The following bi-weekly pay schedule for all pay grades
7 denoted with the suffix "F" shall become effective at the start of the bi-weekly pay period of
8 the effective date of this ordinance.

9

FIRE BI-WEEKLY RANGE OF PAY

Class Codes								
	2211	2212	2215					
	2221	2222	2226	2216	2227	2231	2235	2239
Current								
Years								
of								
Service	69F	69F	72F	74F	77F	78F	81F	83F
0	1839.05							
1		1890.02						
2		1937.20						
3		2024.78						
4		2068.10						

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5	2124.38							
6	2180.68							
7	2288.65	2827.85						
8	2366.12	2926.71						
9	2446.37	3028.84	3259.41					
10	2453.53	3035.93	3266.54					
11	2475.95	3042.98	3273.67	3538.62				
12	2483.41	3050.15	3280.76	3545.75	3628.13	3794.04	4416.59	
13	2490.46	3057.23	3287.89	3552.75	3736.10	3902.01	4430.72	
14	2497.51	3064.32	3294.94	3559.89	3743.15	3909.10	4444.89	
15	2504.68	3071.41	3302.02	3566.97	3750.32	3916.32	4459.07	
16	2511.73	3078.45	3309.12	3574.11	3757.35	3923.28	4473.29	
17	2518.90	3085.62	3316.24	3580.72	3764.54	3930.49	4487.46	
18	2525.95	3092.72	3326.34	3588.24	3771.55	3937.55	4501.59	
19	2532.99	3099.88	3330.41	3595.36	3778.63	3944.59	4515.85	
20	2540.12	3106.90	3337.51	3602.50	3785.76	3951.81	4530.07	
21	2547.21	3114.01	3344.58	3609.59	3792.84	3958.80	4544.20	
22	2554.29	3121.15	3351.73	3616.63	3800.01	3965.94	4558.37	
23	2561.42	3128.24	3358.86	3623.72	3807.02	3973.03	4572.60	
24	2568.48	3135.36	3365.95	3630.81	3814.23	3980.11	4586.68	
25	2575.60	3142.42	3373.08	3637.98	3821.23	3987.28	4600.95	
26	2582.70	3149.50	3380.17	3645.07	3828.33	3994.29	4615.17	
27	2589.86	3156.63	3387.21	3652.11	3835.51	4001.42	4629.43	
28	2596.91	3163.72	3394.34	3659.16	3842.51	4008.42	4643.61	
29	2603.95	3170.72	3401.43	3666.33	3849.69	4015.59	4657.70	

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30 2611.04 3177.89 3408.43 3673.42 3856.69 4022.77 4671.96

1
2 **(d) POLICE DIVISION PAY SCHEDULE:**

3
4 The following bi-weekly pay schedule for all pay grades denoted with the suffix "D"
5 shall become effective at the start of the bi-weekly pay period of the effective date of this
6 ordinance.

7

 POLICE BI-WEEKLY RANGE OF PAY

Class Codes									
	2513	2514	2522	2524	2526	2532	2534	2536	2538
Current									
Years									
of									
Service	69D	69D	71D	72D	74D	77D	78D	81D	83D
0	1839.05								
1		1890.02							
2		1937.20							
3		2024.78							
4		2068.10							
5		2124.38	2480.62						
6		2180.68	2486.79						

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7	2288.65	2612.41	2827.85					
8	2366.12	2702.78	2926.71					
9	2446.37	2796.12	3028.84	3259.41				
10	2453.53	2803.20	3035.93	3266.54				
11	2475.95	2810.35	3042.98	3273.67	3538.62			
12	2483.41	2817.39	3050.15	3280.76	3545.75	3628.13	3794.04	4416.59
13	2490.46	2824.52	3057.23	3287.89	3552.75	3736.10	3902.01	4430.72
14	2497.51	2831.65	3064.32	3294.94	3559.89	3743.15	3909.10	4444.89
15	2504.68	2838.70	3071.41	3302.02	3566.97	3750.32	3916.32	4459.07
16	2511.73	2845.79	3078.45	3309.12	3574.11	3757.35	3923.28	4473.29
17	2518.90	2852.91	3085.62	3316.24	3580.72	3764.54	3930.49	4487.46
18	2525.95	2860.00	3092.72	3326.34	3588.24	3771.55	3937.55	4501.59
19	2532.99	2867.09	3099.88	3330.41	3595.36	3778.63	3944.59	4515.85
20	2540.12	2874.18	3106.90	3337.51	3602.50	3785.76	3951.81	4530.07
21	2547.21	2881.22	3114.01	3344.58	3609.59	3792.84	3958.80	4544.20
22	2554.29	2888.39	3121.15	3351.73	3616.63	3800.01	3965.94	4558.37
23	2561.42	2895.48	3128.24	3358.86	3623.72	3807.02	3973.03	4572.60
24	2568.48	2902.53	3135.36	3365.95	3630.81	3814.23	3980.11	4586.68
25	2575.60	2909.66	3142.42	3373.08	3637.98	3821.23	3987.28	4600.95
26	2582.70	2916.71	3149.50	3380.17	3645.07	3828.33	3994.29	4615.17
27	2589.86	2923.88	3156.63	3387.21	3652.11	3835.51	4001.42	4629.43
28	2596.91	2930.97	3163.72	3394.34	3659.16	3842.51	4008.42	4643.61
29	2603.95	2938.01	3170.72	3401.43	3666.33	3849.69	4015.59	4657.70
30	2611.04	2945.14	3177.89	3408.43	3673.42	3856.69	4022.77	4671.96

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(e) **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	\$3491
2E	\$4315
3E	\$5070

(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 2017:

GRADE	BI-WEEKLY RATE
1E	\$3491
2E	\$4315
3E	\$5070

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

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1
2 **(f) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work
3 assignments. The Director of Personnel shall determine the work assignments for which shift
4 differential will be paid. The assignment or removal of an employee from a work assignment
5 having a shift differential shall be determined by the appointing authority and will not
6 constitute a promotion, demotion, advancement or reduction in pay. The shift differential
7 shall be added to the employee's regular bi-weekly rate.

8
9 (1) In order for an employee in Section 2(a) or 2(b) to be eligible for shift
10 differential compensation, the employee must work a shift that requires the completion of four
11 (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning.
12 Employees whose pay grade is denoted with the suffix "M" are only eligible to receive shift
13 differential if they are regularly scheduled to work at least four (4) hours between 4:00 p.m.
14 and 8:00 a.m. the following morning. Employees shall be entitled to receive shift differential
15 compensation for no more than one shift worked between the hours of 4:00 p.m. and 8:00
16 a.m. Employees who are assigned to work schedules that require them to rotate among three
17 shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift
18 differential compensation for all three shifts worked.

19

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1 For employees whose pay range is established in Section 2(a) or 2(b) the shift
2 differential premium shall be one percent (1%) of the employee's regular base bi-weekly rate
3 for each eligible shift worked in a bi-weekly pay period.
4

5 An employee whose pay range is established in Section 2(a) or 2(b) shall receive shift
6 differential for working a portion of an eligible shift, provided the portion of the shift not
7 worked is charged to paid leave. Shift differential shall only be paid for whole hours worked;
8 a fraction of an hour shall not be counted toward the payment of the differential.
9

10 (2) For those employees whose pay range is established in Section 2(c), the shift
11 differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and
12 7:00 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly
13 assigned 24 hour shift to be eligible for any shift differential for the shift. Such employees
14 shall not receive shift differential for overtime worked, which is not part of their regular
15 schedule. This provision will not go into effect until shift differential is agreed upon by the
16 Director of Personnel and the Union (Local 73) in writing.
17

18 Except shift differential premium shall be \$2.00 per hour for each hour worked
19 between 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire
20 Equipment Dispatcher classifications whose pay range is established in Section 2(c).
21

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1 (3) For Police Officer Trainees and employees whose pay grade is denoted with
2 the suffix D, the night shift differential shall be ten percent (10%) of the hourly rate for all full
3 hours worked between the hours of 11 p.m. and 7 a.m. and all eight (8) hour shifts beginning
4 between 10:30 p.m. and 11:30 p.m.

5
6 (4) Except as otherwise provided in this ordinance, shift differential shall not be
7 paid to employees compensated on an hourly or per performance basis, or bi-weekly paid
8 employees who work part-time. Neither shall shift differential be paid to full-time regular
9 employees docked for any portion of an eligible shift.

10
11 **(g) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
12 Section 2(a) or 2(b) work on a Saturday and/or a Sunday they shall be eligible for weekend
13 differential. Employees whose pay grade is denoted with the suffix "M" are only eligible to
14 receive weekend differential when it is part of their regularly scheduled work hours. This
15 differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee
16 shall receive weekend differential for working any portion of an eligible day. This differential
17 shall only be paid for full hours worked. Weekend differential shall not be paid to employees
18 compensated on an hourly or per performance basis or bi-weekly paid employees who work
19 part-time. Neither will the weekend differential be paid to full-time regular employees
20 docked for any portion of a day on which the differential would otherwise be paid.

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1 **(h) COMMUTING ALLOWANCE:** Employees residing within the corporate limits of
2 the City of St. Louis who are regularly assigned to a position located in a City institution,
3 agency, or facility located outside the corporate limits of the City of St. Louis, and who are
4 regularly assigned to a five-day, forty-hour weekly work schedule, shall be entitled to a
5 commuting allowance in the amount of one hundred forty-one dollars (\$141.00) bi-weekly on
6 the effective date of this ordinance. Eligible full-time employees who are assigned to an
7 alternate form of work schedule which reduces the frequency of commuting to work shall be
8 entitled to a commuting allowance which is reduced in proportion to the reduced frequency of
9 commuting. City employees who are temporarily assigned duty to a facility located outside
10 the corporate limits of the City of St. Louis shall be entitled to a per diem rate for the duration
11 of the assignment. No employee living outside of the corporate limits of the City of St. Louis
12 shall receive a commuting allowance.

13
14 A period of absence of ten (10) working days or more shall result in suspension of
15 eligibility for the commuting allowance. Suspension of the commuting allowance shall begin
16 during the pay period in which the tenth (10th) day of absence occurs and shall continue for
17 any subsequent full or partial pay periods during the period of absence. Upon return to duty
18 from such absence, an employee shall immediately be eligible to resume receiving commuting
19 allowance, reduced in proportion to the time the employee did not work due to absence.

20

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Employees for whom any form of free transportation (car, truck, bus, etc.) is provided by the City from a place within the corporate limits of the City of St. Louis to the work site and back shall not be entitled to the commuting allowance.

(i) BOARD AND COMMISSION STIPENDS:

<u>Title</u>	<u>Code</u>	<u>Stipend</u>
Member, Airport Commission	1980-00-B	\$53 per meeting, up to 24 meetings a year
Member, Board of Adjustment	1981-00-B	\$75 per meeting
Member, Board of Air Pollution Appeals and Variance Review	1982-00-B	\$60 per meeting
Member, Board of Equalization	1983-00-B	\$150 per day
Member, Board of Engineers	1984-00-B	\$45 per meeting, up to 2 meetings a week
Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up to 3 meetings a month
Member, Board of Examiners of Sign Erectors	1987-00-B	\$45 per meeting, up to 3 meetings a

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1			month
2	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
3	Member, Civil Service Commission	1989-00-B	\$55 per meeting
4			up to 30 meetings a
5			year
6	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
7			to 50 meetings a year
8	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
9			to 1 meeting a week
10	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
11	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
12			to 15 meetings a year
13	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
14			to 15 meetings a year
15	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
16	Certification Board		to 15 meetings a year
17	Member, Board of Merchants' and	1996-00-B	\$83 per day in
18	Manufacturers' Tax Equalization		session, up to 60
19			meetings during
20			regular 12 week
21			session, but not to

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1			exceed 105 meetings
2			a year
3	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
4	Sprinkler System Contractors		to 15 meetings a year
5	Member, Board of Examiners for	1998-00-B	\$45 per meeting
6	Mechanical Contractors		
7	Member, Board of Noise Control Appeals	1999-00-B	\$53 per meeting

8
9 A person occupying a position as a member of a Board, Commission or Committee
10 shall be paid at the per day, per meeting or per month rate established above.

11
12 **(j)** The Director of Personnel may establish per performance rates of pay, hourly rates of
13 pay, or rates of pay for units of work and the conditions for making of any such payments.
14 Such per performance, hourly, or unit-of-work rates may be computed from the bi-weekly
15 scales established in this ordinance. Per performance, hourly, or unit-of-work rates shall be
16 established considering the nature of employment, community practices in compensating
17 similar employment, and the purpose of the program for which the rate is established.
18 Employees paid per performance, hourly, or unit-of-work rates of pay shall not be entitled to
19 vacation, medical leave or holiday leave with pay or other benefits accorded employees paid a
20 bi-weekly rate except that an appointing authority, with the prior approval of the Director of
21 Personnel, and when sufficient funds have been appropriated for the fiscal year, may establish

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1 a modified level or type of benefit program when the provision of such benefit is needed in
2 order to attract and retain sufficiently qualified employees to work in specific per
3 performance, hourly, or unit-of-work assignments.

4
5 Appointing authorities are not permitted to utilize per performance and hourly
6 employees as a method of replacing bi-weekly rate employees who would be entitled to
7 employee benefits. Therefore, per performance and hourly employees will be limited to work
8 an equivalent of ten (10) months of full time employment (1,733 hours) per year.

9
10 **(k)** The Director of Personnel may establish trainee rates of pay. Such trainee rates may
11 be established on an hourly, per performance or bi-weekly basis and shall be less than the rate
12 paid to a regular employee.

13
14 **(l)** The Director of Personnel, with the assistance of appointing authorities concerned,
15 may establish rates and conditions under which compensation may be granted for periods of
16 time during which an employee is away from the job site but restricted in his/her activities
17 because of an assignment by the appointing authority to be available for a call to return to the
18 work site to perform emergency duties. Pay rates and conditions established under the
19 provisions of this Section 2(l) may include reasonable minimum pay guarantees for
20 employees required to return to the work site to perform emergency duties. The provisions of

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

3
4 **(m)** The Director of Personnel may authorize payment of special recruitment bonuses,
5 travel, moving and related expenses to recruit employees for positions when funds for this
6 purpose are appropriated to the Department of Personnel.

7
8 **(n)** The Director of Personnel may approve the payment of hiring incentives to current
9 employees to recruit qualified personnel for positions that are difficult to fill. Hiring
10 incentives shall be in any amount up to twenty-five percent (25%) of the annual salary of the
11 position for which the recruitment is made.

12
13 **(o)** (1) An appointing authority, with the prior approval of the Director of Personnel,
14 may establish cash awards or other incentives for an employee or group of employees to
15 recognize and reward increased productivity or effectiveness. The incentives offered may
16 include cash, paid time off and such other reasonable incentives as the Director of Personnel
17 may determine. Cash awards shall be made from the personal services appropriation of the
18 unit, the account from which the employee's salary is paid or from a general appropriation for
19 this purpose.

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1 (2) The Director of Personnel, upon the request of the appropriate appointing
2 authority, may establish a program of cash awards or other incentives, not to exceed ten
3 percent (10%) of annual salary, paid as an addition to pay, for the purpose of providing
4 additional compensation for employees who are fluent in a foreign language and who use this
5 skill in the necessary and regular recurring performance of the duties of their position. Cash
6 awards shall be made from the personal services appropriation of the unit, the account from
7 which the employee's salary is paid or from a general appropriation for this purpose. Cash
8 awards and incentives under this program shall be made in accordance with guidelines
9 established by the Director of Personnel.

10
11 (3) Notwithstanding any other provision in this ordinance, the Director of
12 Personnel is authorized to extend the maximum of the pay ranges by up to forty percent
13 (40%) for the purpose of compensating positions which are extremely hard to fill.

14
15 (4) The Director of Personnel may provide an Employee Suggestion Program
16 which grants cash and other awards to recognize employee suggestions which improve City
17 services, operations or facilities. Cash awards to employees for suggestions resulting in
18 tangible savings to the City shall not exceed ten percent (10%) of the annual tangible net
19 savings. Cash awards and payments for other awards shall be made from an appropriation for
20 a suggestion program or other appropriate account. Additionally, cash awards for suggestions
21 shall be granted as an addition to pay, which does not change an employee's bi-weekly rate.

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1 The Employee Suggestion Program shall be administered in accordance with regulations
2 established by the Director of Personnel. The Director of Personnel may establish an
3 authority to evaluate suggestions and determine awards; the decisions of this authority shall
4 be final.

5
6 **(p)** An employee who is appointed to a position requiring advanced technical skills or
7 professional qualifications may be paid at a higher rate than prescribed for the class in Section
8 2 of this ordinance on recommendation of the appointing authority with the prior approval of
9 the Director of Personnel. Such advancement shall be made solely on the basis that the
10 employee possesses exceptional academic qualifications, registrations or certifications related
11 to the duties of the position and when such academic qualifications, registrations, or
12 certifications are not deemed necessary qualifications for the class of position.

13
14 The Director of Personnel may also establish other bonus, incentive or reimbursement
15 programs to encourage current employees to attain registration, licensure, certification, or
16 proof of professional mastery when it is deemed to be in the best interest of the Classified
17 Service, or when such credentials are clearly recognized as adding to the capability of
18 individuals in that area. Incentives, bonuses, or reimbursements awarded under such
19 programs do not result in an employee being ruled ineligible for bonuses or salary increases
20 permitted under other sections of this pay ordinance.

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1 **(q)** In Skilled Trades classes, defined as those that have bona fide apprenticeship
2 programs registered with the Department of Labor or documented attainment of equivalent
3 apprenticeship programs, employees who have completed such apprenticeship programs and
4 attained journeyman status shall be granted the special skills recruitment rate for the class if a
5 special skills recruitment rate exists for the class. Employees in classes in the Trades Pay
6 Schedule who have completed alternative training programs established and approved by the
7 Director of Personnel, and attained journeyman status shall also be eligible for a salary at the
8 special skills recruitment rate if such a rate exists for the class.

9
10 **(r)** An appointing authority may, with the prior approval of the Director of Personnel,
11 establish a program to reimburse, in whole or in part, expenses incurred by employees for the
12 purchase of uniform apparel required in the performance of the duties of their positions, when
13 funds have been budgeted therefore.

14
15 An appointing authority may exercise the option to furnish such uniform as may be
16 required in the employee's performance of his/her duties.

17
18 The Director of Personnel may establish regulations relating to employees' eligibility
19 for reimbursement for uniforms.

20

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1 Further, when funds have been budgeted therefore, an appointing authority may
2 authorize reimbursement to uniformed security or correctional employees of up to fifty dollars
3 (\$50) per incident for damage to personal property sustained while the employee was directly
4 engaged in quelling a disturbance while performing assigned and/or authorized duties during
5 a shift. Employees whose pay is established under Section 2(d) of the ordinance may be
6 reimbursed for damages to personal property sustained while in the course and scope of
7 employment in accordance with Police Division policies.

8
9 **(s)** An appointing authority that requires employees to provide and maintain their own
10 tools shall provide a tool replacement program and/or annual maintenance allowance, with the
11 prior approval of the Director of Personnel.

12
13 **(t)** (1) Contingency assignment differential may be paid for certain assignments when
14 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
15 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
16 assignment, not to extend more than one pay period. The Director of Personnel will
17 determine the assignments for which Contingency Assignment Differential will be paid. The
18 assignment of an employee to said assignment having a contingency assignment differential
19 will be determined by the appointing authority from an existing eligible list and will not
20 constitute a promotion or advancement in pay. In addition, the removal of an employee from
21 said assignment shall not constitute a demotion or reduction in pay. If an eligible list is not

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1 available, an appointing authority may submit to the Director of Personnel the name of the
2 employee being considered for the assignment to determine if they meet the necessary
3 minimum qualifications for the position being considered.

4
5 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d),
6 with the prior approval of the Director of Personnel, the contingency assignment differential
7 will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition
8 to pay for each bi-weekly period worked or one percent (1%) of the employee's regular base
9 bi-weekly rate for each shift assignment covered, not to exceed one (1) pay period.

10
11 (2) Temporary assignment differential will be paid for certain assignments when a
12 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military
13 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
14 period but not more than thirteen (13) pay periods, and offset by any days that the employee
15 by reason of absence is not fulfilling the assignment. The Director of Personnel will
16 determine the assignments for which the temporary assignment differential will be paid. The
17 assignment or removal of an employee from said assignment having a temporary assignment
18 differential will be determined by the appointing authority and will not constitute a
19 promotion, demotion, advancement, or reduction in pay. The intended employee must meet
20 the minimum qualifications for the position to be assigned. The temporary assignment

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1 differential shall be computed as an addition to pay and not affect the employee's regular bi-
2 weekly rate.

3
4 For an employee whose pay range is established in Section 2(a), 2(b), 2(c) or 2(d),
5 with the prior approval of the Director of Personnel, the temporary assignment differential
6 will be ten percent (10%) of the employee's regular base bi-weekly rate added as an addition
7 to pay for each bi-weekly period worked, not to exceed thirteen (13) pay periods. The
8 Director of Personnel may require the establishment of a department policy on temporary
9 assignment differential pay and must sign off on the policy prior to authorizing temporary
10 assignment differential.

11
12 **(u)** City employees who are required by their appointing authority to routinely use their
13 personal vehicle in the performance of their duties shall be compensated by receiving a
14 vehicle maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.
15 Eligible employees who use their personal vehicle with reduced frequency shall be entitled to
16 a vehicle maintenance and use allowance which is reduced in proportion to the reduced
17 frequency of use.

18 19 **SECTION 3.**

20 **EDUCATION REIMBURSEMENT**

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

6
7 The Department of Personnel may reimburse, in whole or in part, expenses incurred
8 by employees in the pursuit of improvement of the knowledge and skills required in the
9 performance of their positions or in higher positions, when funds have been allocated in the
10 Department's budget.

11
12 An appointing authority, with the approval of the Director of Personnel, may establish
13 a program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of
14 improvement of the knowledge and skills required in the performance of the duties of their
15 positions or to improve their professional, technical or managerial knowledge or skill.

17 SECTION 4.

18 SALARY RANGE LIMITATIONS

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1 No employee in the Classified Service shall be paid at a rate lower than the minimum
2 or higher than the maximum of the salary range established for the class to which his/her
3 position has been allocated, except as otherwise provided in this ordinance.

4
5 **SECTION 5.**

6 **STARTING SALARY**

7
8 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the
9 class shall be determined by the appointing authority for the excepted position.

10
11 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
12 shall be paid upon original appointment to the class unless the Director of Personnel finds that
13 it is difficult to secure the services of persons with minimum qualifications or experienced
14 qualified persons at the minimum rate.

15
16 The Director may establish a recruitment rate for a single position or all positions in a
17 class and authorize employment at an amount above the minimum but within the regular
18 range of salary established for the class. When a recruitment rate is established for an entire
19 class, employees already in such class may have their salaries adjusted to appropriate rates in
20 the new range resulting from the establishment of the recruitment rate.

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(c) Employees with permanent status who are eligible for reemployment as determined by the rules of the Department of Personnel shall be reemployed at an appropriate rate within the new salary range which takes into consideration the employee's prior service in the 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/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 or a higher starting minimum salary.

(1) When an employee is promoted to a position in the General, Management or Trades Pay Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent (5%) higher than the rate received immediately prior to the promotion or adjusted to the nearest step in the new pay matrix which is not less than but is closest to a rate

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1 which is five percent (5%) higher than the rate received immediately prior to promotion. An
2 appointing authority, with the prior approval of the Director of Personnel, may increase the
3 pay of an employee up to twenty percent (20%), adjusted to the nearest step, when such action
4 is needed to attract experienced, qualified candidates for a position. Such salary
5 determinations shall take into consideration the nature and magnitude of the accretion of
6 duties and responsibilities resulting from the promotion. However, no employee shall be paid
7 less than the minimum rate nor more than the maximum rate for the new class of position,
8 except as otherwise provided in this ordinance.

9
10 (2) Temporary Promotion: When an employee, whose salary range is established
11 in Section 2(a) or 2(b), is certified and temporarily promoted to a vacant position, for a
12 limited duration, the employee's current salary shall be adjusted as provided in Paragraph
13 (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be
14 returned to his/her former rate of pay, adjusted by any increases the employee would have
15 received in the absence of the temporary promotion. In no case shall the employee's salary be
16 above the maximum of the salary range, unless otherwise provided for in this ordinance.

17
18 Employees whose salary ranges are established in Section 2(c) or 2(d) of this
19 ordinance, upon receipt of a temporary promotion, shall be granted the new rank with a salary
20 adjustment based on appropriate years of service in accordance with procedures established
21 for a regular promotion. At the end of the temporary promotion, the employee shall be

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1 returned to the rank held immediately prior to the temporary promotion. The employee's rate
2 of pay shall be based on the appropriate years of service.

3
4 **(b)** Demotion: This shall be defined as a change of an employee in the Classified Service
5 from a position of one class to a position of another class which has a lower pay grade and a
6 lower starting minimum salary.

7
8 (1) If an employee is demoted for disciplinary reasons in accordance with the rules
9 of the Department of Personnel and Civil Service Commission and established disciplinary
10 procedures, his/her rate of pay shall be established at a rate within the range for the new
11 position which is at least five percent (5%) lower than the rate received immediately prior to
12 the demotion or reduced to the nearest step which is at least five percent (5%) lower than the
13 rate received immediately prior to the demotion, except no employee shall be reduced below
14 the minimum of the range unless otherwise provided for in this ordinance. The amount of the
15 reduction shall be determined by the appointing authority, with the approval of the Director of
16 Personnel.

17
18 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall
19 be reduced within the range for the new position which is five percent (5%) lower, to the
20 closest downward step, than the rate received immediately prior to demotion, except that
21 employees who are in a working test period and demote to their previous class of position or

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1 pay grade, will return to the rate or step received immediately prior to the promotion, plus any
2 adjustments as otherwise provided in this ordinance. No employee shall be paid less than the
3 minimum nor more than the maximum rate for the new class of position, except as otherwise
4 provided in this ordinance.

5
6 (3) When an employee is demoted for reasons in the best interest of the City
7 Service as determined by the Director of Personnel, his/her salary may be reduced by reason
8 of the new salary range and grade with the prior approval of the Director of Personnel. If the
9 salary of such employee is above the maximum for the new position, the employee's salary
10 shall not be increased so long as he/she remains in the position, except as otherwise provided
11 by this ordinance.

12
13 (c) Reallocation:

14
15 (1) If the employee's position is reallocated to a class in a lower pay grade and the
16 employee's rate of pay for the previous position is within the salary range of the new position,
17 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's
18 rate of pay shall not be reduced.

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(2) 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(a)(1) 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, 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.

(e) Over Maximum: 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/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/she remains in the class of position, except as otherwise provided by this ordinance.

SECTION 7.

SALARY ADJUSTMENT

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

4
5 **(a)** Competitive positions for which salary is established in Section 2(a) - General and
6 Management Schedule; or Section 2(b) - Trades Schedule:

7
8 (1) Any employee whose salary is established in Section 2(a) or 2(b) – General,
9 Management, and Trades Pay Schedules, shall receive a service rating in accordance with the
10 Service Rating Manual. The rating together with the standards of performance established in
11 the rating manual shall determine eligibility for a one step within-range (merit) increase at
12 intervals as outlined in the Service Rating Manual or other pay regulation(s) as determined by
13 the Director of Personnel. Notwithstanding any other section of the compensation ordinance,
14 all employees in the General, Management, and Trades pay schedules who would be eligible
15 to receive an annual step increase as a result of a "Successful or Highly Successful" Overall
16 Rating on their regular Service Rating date will receive a 1.5% increase regardless of their
17 current rate or place in the pay schedule.

18
19 (2) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
20 Section 2(a) or 2(b) of this ordinance who receives an Overall Rating of “Unsuccessful” as
21 defined by the Service Rating Manual, shall have his/her salary reduced as determined by the

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standards established in the Service Rating Manual, but not less than the minimum of the pay grade range.

(b) As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks of continuous service from the date of original appointment or from the date of the last salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion (not for disciplinary reasons) or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, reallocation 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, except as otherwise provided in this ordinance. The Director of Personnel may authorize different anniversary dates for an employee or groups of employees.

(c) An appointing authority may evaluate the performance of an employee whose salary is established in Section 2(a) or 2(b) 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:

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1 With the prior approval of the Director of Personnel, the appointing authority in
2 accordance with the Service Rating Manual, may advance the salary of an employee who
3 demonstrates exceptional performance of duties after serving twenty-six (26) weeks of
4 employment at the same rate in the salary range by not more than ten percent (10%) or to the
5 closest step in the pay range which provides not more than a ten percent (10%) increase; this
6 may be in addition to any merit increase received.

7
8 (2) Substandard performance of duties:

9
10 An appointing authority may reduce the salary of an employee whose level of
11 performance is significantly diminished and no longer warrants payment at the current rate
12 within the range as provided in the Service Rating Manual; providing the employee's salary is
13 above the minimum of the range, established in Section 2(a) or 2(b) and allocated to Overtime
14 Code 3 or Overtime Code 4.

15
16 The granting of any such increase or decrease in salary shall be made at the beginning
17 of a payroll period, as determined by the Director of Personnel, following approval of such
18 salary action.

19
20 (d) Competitive positions for which salary is established in Section 2(c) - Fire Division
21 Schedule:

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1
2 All employees in the Fire Division Pay Schedule shall have a service rating completed
3 in accordance with the Service Rating Manual.
4

5 Probationary Fire Privates shall be advanced to the rate for Fire Privates at the
6 beginning of the first bi-weekly pay period following one (1) year of service. Probationary
7 Fire Equipment Dispatchers shall follow the same schedule.
8

9 **(e)** Competitive positions for which salary is established in Section 2(d) – Police Division
10 Schedule:
11

12 All employees in the Police Division Pay Schedule shall have a service rating
13 completed in accordance with the Service Rating Manual.
14

15 Police Probationary Officers who successfully complete their working test period shall
16 be advanced to the rate for Police Officer at the beginning of the first bi-weekly pay period
17 during which such officer's one (1) year anniversary as a Probationary Police Officer occurs,
18 excluding his/her initial time in training at the Police Academy.
19

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1 **(f)** Excepted Positions: The pay of an employee in an excepted position shall be adjusted
2 to any rate within the pay range at the discretion of the appointing authority for the excepted
3 position.

4
5 **(g)** The Director of Personnel may approve, at the request of an appointing authority,
6 adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary
7 adjustments under this provision shall preclude adjustments to compensate or reward
8 employees for long-term or meritorious service.

9
10 **(h)** The pay of any employee may be decreased as a disciplinary action by an appointing
11 authority to a lower rate. Any such decrease shall be made in accordance with the established
12 disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the
13 current salary rate. The decrease may be below the minimum of the pay range for the class.
14 The appointing authority may determine the pay decrease shall be effective for a specific
15 number of bi-weekly pay periods provided, however, that such decrease shall not be effective
16 for more than thirteen (13) bi-weekly pay periods.

17
18 **(i)** An employee who is temporarily promoted shall be eligible for within range salary
19 adjustments under provisions of this Section 7.

20

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1 **(j)** The Director of Personnel may approve a within range salary adjustment or other
2 incentives to retain employees in positions that are difficult to fill, or because of their unique
3 requirements. Said adjustment may only be granted once during a twenty-six (26) week
4 period.

5
6 **SECTION 8.**

7 **INCOME SOURCES**

8
9 Any salary paid to an employee in the Classified Service shall represent the total
10 remuneration for the employee, excepting reimbursements for official travel and other
11 payments specifically authorized by ordinance or pay regulation promulgated by the Director
12 of Personnel. No employee shall receive remuneration from the City in addition to the salary
13 authorized in this ordinance for services rendered by the employee in the discharge of the
14 employee's ordinary duties, of additional duties which may be imposed upon the employee, or
15 of duties which the employee may undertake or volunteer to perform.

16
17 Whenever an employee not on an approved paid leave works for a period less than the
18 regularly established number of hours a day, days a week or days bi-weekly, the amount paid
19 shall be proportionate to the hours in the employee's normal work week and the bi-weekly
20 rate for the employee's position. The payment of a separate salary for actual hours worked
21 from two (2) or more departments, divisions or other units of the City for duties performed for

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1 each of such agencies is permissible if the total salary received from these agencies is not in
2 excess of the maximum rate of pay for the class.

3 4 **SECTION 9.**

5 **CONVERSION**

6
7 **(a)** Pay schedules in Sections 2(a) or 2(b) in Ordinance 70285 shall continue in effect
8 until the start of the bi-weekly pay period of the effective date of this ordinance, and the rates
9 to be paid to employees in positions of any classes for which a rate is established or changed
10 in Section 2(a) or 2(b) of this ordinance shall become effective and be adjusted (if necessary)
11 as follows:

12
13 The salary of each employee whose pay range is established in Section 2(a) or 2(b) of
14 this ordinance whose class has been allocated to a higher pay grade in the appropriate pay
15 schedule as determined by the Director of Personnel shall have their current salary increased
16 to a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate
17 which is five percent (5%) higher than the rate received immediately prior to promotion, but
18 not less than the minimum of the pay range, whichever is the greater. If an employee's salary
19 is between steps, the employee's salary shall be placed at the higher step.

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

3
4 **(c)** The salary of an employee serving in a trainee position, which remains above the new
5 trainee rate for his/her position, shall remain unchanged.

6
7 **(d)** The Director of Personnel may establish a special conversion procedure for a class or
8 position in the event that the Director determines that a serious inequity would be created by
9 the application of the conversion procedures established in this Section 9.

10
11 **(e)** The Director of Personnel shall establish such procedures as needed to place this
12 ordinance into effect and interpret its provisions.

14 **SECTION 10.**

15 **PAYMENT OF SALARIES**

16
17 All compensation for positions in the Classified Service shall be paid bi-weekly. The
18 Director of Personnel and Comptroller shall establish the procedure for listing employees on
19 the various payrolls. The payment due each employee for service, except as otherwise
20 provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay
21 period. In the event that an employee is dismissed or has been employed for occasional or

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1 emergency work, the Comptroller may immediately pay the employee upon termination of
2 service without waiting for the regular bi-weekly pay date of the Department, Division,
3 Section, Office, Agency, Board or Commission where the employee worked.

4 5 **SECTION 11.**

6 **CHANGES TO CLASSIFICATION PLAN**

7

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

12
13 Whenever the Department of Personnel finds it necessary to change the overtime code
14 of an existing class within the classification plan, the Director of Personnel shall change the
15 overtime code, recommend such change to the Civil Service Commission, and notify the
16 Board of Aldermen of this action.

17
18 Whenever the Department of Personnel finds it necessary to change the pay schedule
19 of an existing class within the classification plan, the Director of Personnel shall allocate the
20 class to the appropriate schedule in this ordinance, recommend such change to the Civil
21 Service Commission, and notify the Board of Aldermen of this action.

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1
2 The pay grade allocated to a class of position within the classification plan shall
3 remain unchanged for the duration of the existing compensation ordinance. Whenever the
4 Department of Personnel considers it necessary to change the pay grade of an established
5 class of position, such adjustment can only be made concurrent with the adoption of a new
6 compensation ordinance. Recommendation for the allocation of a new pay grade shall be
7 made by the Director of Personnel to the Civil Service Commission for final approval by the
8 Board of Aldermen.

9
10 **SECTION 12.**

11 **PAYROLL FORMS**

12
13 The Director of Personnel shall prescribe forms on which appointing authorities shall
14 certify to the fact that a vacancy exists in a lawfully created position and to the lawful
15 appointment of a person to fill the position. The Director of Personnel shall indicate on these
16 forms the proper allocation of the position and the rate at which payment is to be made.
17 When approved by the Director of Personnel and submitted to the Comptroller, these forms
18 shall constitute authorization for the initial placing of a person's name on the payroll. The
19 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll
20 unless approved by the Department of Personnel. The Comptroller shall provide the

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1 Department of Personnel with a copy of each payroll audited and found correct within twenty-
2 one (21) days after audit and approval of the payroll by the Comptroller's Office.

3 4 **SECTION 13.**

5 **CERTIFICATION OF PAYROLL**

6

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

12 13 **SECTION 14.**

14 **MINIMUM WORK HOURS**

15

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

19
20 Each appointing authority shall submit to the Department of Personnel the work
21 schedule established for each position in the work unit. Work schedule reports shall be

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1 submitted upon request of the Director of Personnel or whenever the appointing authority
2 proposes to change the permanent work schedule of a position. The work schedule submitted
3 by the appointing authority shall constitute the normal work schedule for the position when
4 approved by the Director of Personnel.

5
6 All employees in the Classified Service shall be in attendance at their work in
7 accordance with schedules established under the provisions of this Section 14, subject to other
8 provisions of this ordinance with respect to hours, holidays, vacation, medical leave,
9 furloughs, sick leave, military leave, and leaves of absence with or without pay.

10
11 **(a)** Employees whose salaries are established in Section 2(a) or 2(b): Forty (40) hours
12 shall constitute the average minimum required weekly hours of service in an employment
13 cycle under regular full-time employment for all City employees paid on a bi-weekly basis
14 occupying competitive positions in the Classified Service. The minimum daily and annual
15 service required of such employees shall be in proportion to the average minimum weekly
16 hours established.

17
18 Appointing authorities shall so arrange the time for reporting for work, for luncheon
19 intermission, and for quitting work of the various employees under their jurisdiction so that
20 the employees will actually be engaged in active performance of their duties for not less than
21 the average minimum number of hours required.

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1
2 **(b)** Management Employees: Appointing authorities for employees occupying full-time
3 positions whose salaries are established in Section 2(a) of this ordinance shall initiate
4 procedures to see that such employees are engaged in the performance of their duties on a
5 full-time basis. Full-time employment for any employee whose classification is denoted in
6 the Management Schedule shall be defined as an average of forty (40) hours per week of time
7 devoted to the duties of the position on an annual basis.

8
9 **(c)** Uniformed Fire Personnel: Fifty-two (52) hours shall constitute the average required
10 weekly hours of service in an employment cycle under regular full-time employment for all
11 employees in the Division of Fire and Fire Prevention, except that the appointing authority,
12 with the approval of the Director of Personnel, may determine that the minimum work hours
13 provision of Section 14(a) shall apply to employees in certain positions due to the nature of
14 the assignment and/or scheduling requirements. The appointing authority shall so arrange the
15 time for reporting for work and for quitting work of the various employees under the
16 appointing authority's jurisdiction so that the employees will actually be engaged in the active
17 performance of their duties for not less than the average number of hours required.

18
19 **(d)** The work period for employees whose pay is established in Section 2(d) of this
20 ordinance is twenty-eight (28) days. The daily work period for an employee in the position of
21 Police Probationary Officer and Police Officer is eight (8) hours which includes a thirty (30)

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1 minute meal period. The meal period is counted as working time; however, an officer unable
2 to take a meal break will not receive additional compensation. The daily work period for an
3 employee in the position of Police Officer Trainee is eight (8) hours. Additionally, Police
4 Officer Trainees shall receive a thirty (30) minute unpaid meal period that shall not be
5 counted as part of their daily work period or work day.

6 7 **SECTION 15.**

8 **OVERTIME**

9
10 **(a)** The Department of Personnel shall determine those positions in the Classified Service
11 of the City of St. Louis which are exempt from overtime compensation and those positions
12 which are not exempt from overtime compensation. The overtime codes established for each
13 class in Section 1(a) of this ordinance shall be interpreted as follows:

14 15 **OVERTIME CODE (OVTM):**

16
17 1 These classes are primarily managerial in nature, but may also include
18 some professional or administrative classes that are ineligible for
19 overtime pay under all but emergency conditions as described in
20 Section 15(d) of this ordinance.

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1 2 These are supervisory, professional, and administrative classes that are
2 exempt from overtime compensation, but which the City compensates
3 for overtime at the straight (1.0x) time rate.

4
5 3 These are non-exempt classes that receive overtime compensation at
6 the one and one-half (1.5x) time rate.

7
8 4 These non-exempt classes work an average bi-weekly work schedule of
9 84 hours and, therefore, receive overtime compensation at the one and
10 one-half (1.5x) time rate.

11
12 Appointing authorities are prohibited from changing employee work schedules to
13 avoid the payment of overtime.

14
15 For purposes of determining overtime pay rates for non-exempt employees, the regular
16 hourly rate of pay shall be used.

17
18 Any employee in a class which has been allocated to Overtime Code 4 (non-exempt)
19 in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee
20 pay or compensatory time off at the one and one half (1.5x) time rate. Each appointing
21 authority shall designate and submit to the Director of Personnel the official work week or

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1 work cycle for all non-exempt (Code 4) positions in the work unit. Whenever a non-exempt
2 (Code 4) employee works in excess of forty (40) hours in a work week, the employee will be
3 paid at the one and one half time (1.5x) rate. The average number of scheduled hours in a bi-
4 weekly pay period shall not be less than eighty-four (84) for full-time employment. The
5 regular hourly rate of pay for a non-exempt (Code 4) bi-weekly paid employee shall be
6 determined by dividing the employee's regular bi-weekly rate of pay by the average number
7 of regularly scheduled hours of work in a bi-weekly pay period. In addition to the actual
8 hours worked, only paid vacation, compensatory time, jury leave, and holidays shall count as
9 hours worked for the purpose of determining eligibility for overtime compensation.

10
11 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt)
12 in this ordinance shall be compensated for overtime work in accordance with the provisions of
13 this section. Each appointing authority shall designate and submit to the Director of
14 Personnel the official work week and schedule or work cycle for all non-exempt positions in
15 the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be
16 less than eighty (80) for full-time employment.

17
18 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) or 2(b),
19 works hours in excess of the maximum established for an official work week or work cycle,
20 usually forty (40) hours in a work week such hours shall be paid at the one and-one-half time
21 (1.5x) rate. In addition to the actual hours worked, only paid vacation, compensatory time,

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1 jury leave, and holidays shall count as hours worked for the purpose of determining eligibility
2 for overtime compensation.

3
4 Overtime Code 3 employees whose pay matrix is in Section 2(c) of this ordinance who
5 are working a nineteen (19) day work cycle are eligible to receive overtime after one hundred
6 forty-four (144) hours are worked in a work cycle, except that the Fire Division shall pay
7 overtime for emergency work at the end of a shift or emergency work required on a separate,
8 non-scheduled day, even if the total number of hours worked in the work cycle is not in
9 excess of one hundred forty-four (144) hours. These employees shall not receive additional
10 compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if
11 they do not actually work more than one hundred forty-four (144) hours in the work cycle;
12 provided however, that in addition to the actual hours worked, jury leave, vacation leave,
13 compensatory time and "O" days shall count as hours worked for the purpose of determining
14 eligibility for overtime compensation. Days scheduled off to reduce average work week to
15 fifty-two (52) hours, compensatory time, vacation, "O" days, and holiday time shall be
16 scheduled consistent with a reasonable vacation and holiday leave policy to avoid the
17 necessity of actually working more than one hundred forty-four (144) hours during any work
18 cycle.

19
20 Police Officer Trainees, Police Probationary Officers and Police Officers – whose pay
21 is established in Section 2(d) of this ordinance shall be paid overtime, defined as one and one-

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1 half time (1.5x) the employee's regular standard rate of pay, for all hours worked in excess of
2 their eight (8) hour work day or any hours worked on a scheduled day off. Only hours
3 actually worked shall count toward overtime pay.

4
5 Police Sergeants – whose salary is established in Section 2(d) of this ordinance shall
6 be paid overtime, as defined as one and one-half time (1.5x) the employee's regular standard
7 rate of pay, for all hours actually worked in excess of one hundred sixty (160) hours in a
8 twenty eight (28) day work period. In addition to hours physically worked, holidays,
9 discretionary holidays, and sick-injured time shall count toward the 160 hour threshold during
10 the 28 day period that must be met to earn overtime. These employees shall receive
11 additional compensation for authorized overtime, court time, and court standby time
12 whenever the total accumulated time exceeds forty (40) hours.

13
14 **(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a)
15 of this ordinance shall be compensated for overtime by granting the employee pay or
16 compensatory time off at the straight (1.0x) time rate. Each appointing authority shall
17 designate and submit to the Director of Personnel the official work week or work cycle, which
18 is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a
19 full-time employee in an exempt (Code 2) position is directed by management, with the
20 approval of the appointing authority, to work hours in excess of the maximum established for
21 an official work week or work cycle it shall be considered overtime. In addition to the actual

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1 hours worked, only paid vacation time, compensatory time, jury leave, and holidays shall
2 count as hours worked for the purpose of determining eligibility for overtime compensation.
3 Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of
4 pay, or by granting the eligible employee compensatory time off at the rate of one (1) hour for
5 each hour of overtime worked. The average number of scheduled hours in a bi-weekly pay
6 period shall not be less than eighty (80) for full-time employment. The regular hourly rate of
7 pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the
8 employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
9 of work in a bi-weekly pay period.

10
11 **(c)** Part-time bi-weekly paid employees and employees paid on an hourly or per
12 performance basis shall be compensated for overtime work in accordance with the overtime
13 provisions of this section and with consideration for community practices in compensating
14 similar employment.

15
16 **(d)** An appointing authority may compensate Overtime Code 1 employees at the straight-
17 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St.
18 Louis declares an emergency due to serious and protracted conditions which threaten
19 continuous City Service, preservation of public peace, health, or safety, and 2) the appointing
20 authority directs an employee or group of employees to work in excess of forty (40) hours per

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1 week. The appointing authority shall maintain attendance records of the assignment(s) and
2 submit such records at the request of the Director of Personnel.

3
4 **(e)** Employees who wish to use compensatory time earned in lieu of pay must make their
5 request in writing at least twenty-four (24) hours in advance of the day or days requested.
6 The appointing authority shall keep in mind the staffing needs of the department when
7 granting time off, but in any case time off will not be unreasonably denied.

8
9 Pay shall be the regular method of compensation for recorded overtime hours of work
10 for employees in classes with Overtime Code 3 and Overtime Code 4. However, an
11 appointing authority shall compensate a non-exempt bi-weekly paid employee for overtime
12 work by granting the employee compensatory time off in lieu of pay only if the employee
13 requests compensatory time, in writing.

14
15 Employees engaged in public safety, emergency response or seasonal activity as
16 defined by the Director of Personnel may have a maximum balance of two hundred forty
17 (240) hours of compensatory time; except that Police Officer Trainees, Police Probationary
18 Officers, Police Officers, and Police Sergeants shall only be allowed to accumulate up to forty
19 (40) hours of compensatory time. All other employees are allowed a maximum balance of
20 one hundred twenty (120) hours of compensatory time excluding compensatory time earned
21 for working on a holiday. These maximum balances of compensatory time shall apply to

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1 employees working an average work week of forty (40) hours; the maximum balance of
2 compensatory time for employees whose average work week is more or less than forty (40)
3 hours shall be proportionate. No provision of this section establishing a maximum balance of
4 compensatory time shall serve to cancel any compensatory time due to an employee or to
5 deny an employee payment for recorded compensatory time earned in accordance with the
6 provisions of the compensation ordinance in effect at the time the compensatory time was
7 earned.

8
9 Each appointing authority shall establish procedures to assure that non-exempt
10 employees are promptly granted time off when such employees request to use their earned
11 compensatory time. Appointing authorities may not deny non-exempt employees' requests
12 for earned compensatory time off except when such approval would create an extreme
13 business hardship. For employees occupying the position of Police Officer Trainee,
14 Probationary Police Officer, and Police Officer compensatory time may be used at such times
15 and in such blocks as are mutually agreed upon between the supervisor and the employee and
16 it shall not be unreasonably denied by the supervisor if operating requirements will not be
17 adversely effected. When an appointing authority determines that the work schedule of the
18 organization will not permit the granting of such time off, the appointing authority shall pay
19 the employee in that same pay period for all or a portion equivalent to the time requested of
20 the employee's accrued compensatory time. This provision requiring the prompt granting of
21 requested time off applies only to compensatory time that is earned as a result of the

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1 employee working overtime; it does not apply to compensatory time earned as a result of an
2 incentive program or bonus award program.

3
4 Compensatory time earned by exempt employees shall be granted at the discretion of
5 the appointing authority and upon request of the employee.

6
7 **(f)** Before an employee is transferred, promoted or demoted from a position under one
8 appointing authority to a position under another appointing authority or to another unit with a
9 different appropriation, all compensatory time shall be granted or paid. Upon termination all
10 compensatory time shall be paid. Upon the death of an employee, the person or persons
11 entitled by law to receive any compensation due to the employee shall be paid any amount
12 due to the employee on the date of death.

13
14 **(g)** All departments shall keep daily attendance records of classified employees and shall
15 submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted,
16 and paid; or 3) the non-occurrence of same to the Director of Personnel in the form and on the
17 dates specified.

18 19 **SECTION 16.**

20 **HOLIDAYS**

21
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(a) Classified employees working full-time who are paid a bi-weekly rate 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 designated holidays:

<u>DATE</u>	<u>HOLIDAY</u>
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 designated holidays, full-time classified employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City offices.

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

9
10 When the day of observance of a holiday is changed by State or Federal law, it will be
11 so observed by the City of St. Louis. When the day of observance of a holiday is changed by
12 State or Federal executive action, the Mayor shall determine the day of observance by the
13 City of St. Louis. When one of the above enumerated holidays occurs on Sunday, the
14 following Monday shall be observed as the holiday. When one of the above holidays occurs
15 on Saturday, the preceding Friday shall be observed as the holiday.

16
17 **(b)** In addition to the above ten (10) designated holidays, employees in Section 2(a) or
18 2(b) of this ordinance who were employed by the Board of Police Commissioners
19 immediately prior to September 1, 2013 shall receive five (5) personal (discretionary)
20 holidays which shall be scheduled in accordance with department policies; Police Division

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1 civilian employees hired on or after September 1, 2013 shall receive no personal
2 (discretionary) holidays.

3
4 In addition to pay for hours physically worked on an official holiday, including any
5 overtime to which the employee is entitled under the pay ordinance, employees in Section
6 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners
7 immediately prior to September 1, 2013 will receive four (4) hours of compensatory time if
8 they are required to work a full eight (8) hour shift that begins on any of the following days:

9
10 January 1

11 Last Monday in May

12 July 4

13 First Monday in September

14 Fourth Thursday in November

15 December 25
16

17 In addition to any pay for hours physically worked, including any overtime to which
18 the employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this
19 ordinance who were employed by the Board of Police Commissioners immediately prior to
20 September 1, 2013 who are required to work the afternoon, evening overlay, or night watch
21 on December 31 will receive four (4) hours of compensatory time.

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1
2 (c) In addition to the above ten (10) designated holidays, employees in Section 2(d) shall
3 receive an additional five (5) personal holidays which shall be scheduled in accordance with
4 Police Division policies.

5
6 In addition to pay for hours physically worked on an official holiday, including any
7 overtime to which the employee is entitled under the pay ordinance, employees in Section
8 2(d) of this ordinance will receive four (4) hours of compensatory time if they are required to
9 work a full eight (8) hour shift that begins on any of the following days:

10
11 January 1

12 Last Monday in May

13 July 4

14 First Monday in September

15 Fourth Thursday in November

16 December 25
17

18 In addition to any pay for hours physically worked, including any overtime to which
19 the employee is entitled under the pay ordinance, employees in Section 2(d) of this ordinance
20 and Police Officer Trainees, who are required to work the afternoon, evening overlay, or night
21 watch on December 31 will receive four (4) hours of compensatory time.

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1
2 **(d)** Each appointing authority shall determine the manner of granting holidays and shall
3 report his/her determination to the Department of Personnel, if required by the Director of
4 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this
5 compensation ordinance, excluding employees of the Police Division, are required to work on
6 a holiday they shall be entitled to compensation for the holiday and the hours actually worked.
7 Compensation for the holiday shall be in an amount proportionate to the number of hours an
8 employee is regularly scheduled to work in a day or shift. When full time bi-weekly rate
9 employees of the Police Division whose pay is established in 2(a), 2(b) or 2(d) are required to
10 work on a holiday, they shall be entitled to leave with pay on another date designated by the
11 appointing authority in an amount proportionate to the number of hours an employee is
12 regularly scheduled to work in a day or shift.

13
14 Except as otherwise provided in this section, when a City holiday falls on an
15 employee's regularly scheduled day off, the employee shall be entitled to have compensatory
16 time added to his/her balance in an amount proportionate to the number of hours regularly
17 scheduled in a day or shift.

18
19 Employees of the EMS Service, whose positions are classified as EMS Dispatcher,
20 EMS Lead Dispatcher, EMT, Paramedic, or Paramedic Crew Chief, will be compensated with

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1 pay in lieu of compensatory time for all holidays and receive twelve (12) hours of personal
2 day leave.

3
4 If an employee is docked from the payroll for one hour or more on the full scheduled
5 workday preceding a holiday, the full scheduled work day following a holiday, or on a
6 scheduled holiday, the employee shall not be compensated for the holiday.

7
8 The holiday compensation procedures established by this Section 16 shall apply to
9 full-time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees
10 shall be compensated for holidays in proportion to the percentage of time they are regularly
11 scheduled to work. Employees paid on an hourly or per performance basis shall not be
12 entitled to holiday compensation, except as otherwise provided in this ordinance.

13
14 In the event that the holiday schedule established in this Section 16 is revised,
15 employees who are granted compensatory time in lieu of all holidays shall have their leave
16 benefits adjusted accordingly. The Director of Personnel may establish additional or alternate
17 holiday leave policies for employees occupying public safety positions which qualify for the
18 special overtime pay provisions under Federal law or for employees with official work
19 schedules authorized by the Director of Personnel which exceed the normal forty (40) hour
20 weekly work schedule. Procedures developed in compliance with this Section 16 shall be

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1 designed to treat employees in the same manner who work substantially equivalent work
2 schedules.

3
4 Employees whose pay is established in Section 2(c) of this ordinance and are
5 Overtime Code 3 shall be entitled to one hundred twenty (120) hours of compensatory time
6 off in lieu of all holidays occurring in a calendar year. Employees whose pay is established in
7 Section 2(c) of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred
8 four (104) hours of leave with pay or compensatory time off in lieu of all holidays occurring
9 in a calendar year. Because of the necessity of maintaining the work schedule of such
10 employees, the Director of Personnel, in cooperation with appointing authorities concerned,
11 shall establish procedures for holiday compensation for such employees who are regularly
12 required to work on holidays. Such procedures shall be designed to treat all employees in the
13 class who work a substantially equivalent schedule in the same manner.

14
15 Employees whose pay is established in Section 2(c) of this ordinance shall receive five
16 (5) days of paid leave which shall be referred to as "O" Days.

17 18 **SECTION 17.**

19 **VACATION**

20

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Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. There shall be no advancement of paid vacation leave. The Director of Personnel may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Classified Service.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date before April 23, 1989 as follows. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

	PAY ESTABLISHED		PAY ESTABLISHED	
	IN SECTION		IN SECTION	
	2(a) or 2(b)		2(c)	
Length of	Bi-Weekly	Annual	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
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

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Employees employed before July 18, 2010 whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a), 2(b) or 2(c) with an appointment date on or after April 23, 1989 as follows. This excludes all civilian employees who were employed by the Board of Police Commissioners prior to September 1, 2013.

PAY ESTABLISHED

IN SECTION

2(a) or 2(b) or 2(c)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
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

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20 or more years 8 208

Employees employed before July 18, 2010 whose pay is established in Section 2(a), 2(b) or 2(c) 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 existing balance. This excludes all civilian employees hired by the Board of Police Commissioners prior to September 1, 2013.

(c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their vacation balance upon completion of 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.

(d) Employees whose pay is established in Section 2(a) or 2(b) employed by the Board of Police Commissioners immediately prior to September 1, 2013, employed by the City on September 1, 2013 and continuously employed by the City shall accrue vacation hours as follows:

PAY ESTABLISHED

IN SECTION

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1	2(a) or 2(b)		
2	Length of	Bi-Weekly	Annual
3	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
4	1 but less than 12 years	4.62	120.12
5	12 but less than 21 years	6.16	160.16
6	21 but less than 30 years	7.70	200.20
7	30 or more years	9.24	240.24

8

9 **(e)** Police Division employees whose pay is established in Section 2(a) or 2(b) who were
10 hired on or after September 1, 2013 shall accrue vacation hours as listed below:

11

12 PAY ESTABLISHED

13 IN SECTION

14 2(a) or 2(b)

15	Length of	Bi-Weekly	Annual
16	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
17	1 but less than 5 years	3	78
18	5 but less than 10 years	5	130
19	10 but less than 15 years	6	156
20	15 but less than 20 years	7	182
21	20 or more years	8	208

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(f) Employees whose pay is established in Section 2(d) of this ordinance and employees whose pay is established in Section 2(a) or 2(b) and were employed by the Board of Police Commissioners immediately prior to September 1, 2013 and remain so employed shall earn vacation time in accordance with the following schedule on employment anniversary dates as follows:

PAY ESTABLISHED			
IN SECTION			
2(a) or 2(b) or 2(d)			
Length of	Bi-Weekly	Annual	
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>	
1 but less than 12 years	4.62	120.12	
12 but less than 21 years	6.16	160.16	
21 but less than 30 years	7.70	200.20	
30 or more years	9.24	240.24	

(1) For employees whose pay is established in Section 2(d), forty (40) hours of vacation leave may be taken in one (1) hour increments.

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1 (2) Vacation time is accrued on a bi-weekly basis. No employee will be entitled to
2 or allowed to take any vacation until ninety (90) days of continuous employment from the
3 date of employment.

4
5 **(g)** All references in this ordinance, except as otherwise noted, to accrual rates, additions
6 to, and accrual maximums for vacation are for employees working a scheduled work week of
7 forty (40) hours. Vacation rates, additions and maximums shall be computed on a
8 proportionate basis for employees whose average work week is more or less than forty (40)
9 hours. When an eligible employee's scheduled work week is changed, the employee's rate of
10 accrual shall be changed proportionately. All references in this ordinance to cumulative
11 service for vacation shall mean cumulative service without a break in service of more than
12 one year, except as provided otherwise in this ordinance. No employee who works less than
13 fifty percent (50%) time or who is serving in a limited-term position shall be eligible to accrue
14 vacation.

15
16 **(h)** (1) The maximum vacation balance for those working an average work week of
17 forty (40) hours shall be six hundred (600) hours, except by written request of an appointing
18 authority and with prior approval of the Director of Personnel. Vacation accrual maximums
19 for those working more or less than forty (40) hours per week, but at least fifty percent (50%)
20 time shall be proportionate to the number of hours worked in a bi-weekly pay period.

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1 (2) When an employee's full-time average work week is changed, the maximum
2 vacation balance shall be changed proportionately. In addition, the employee shall have
3 his/her current vacation balance adjusted so that the vacation shall maintain the same position
4 relative to the new maximum balance as existed with the employee's previous maximum
5 balance.

6
7 (3) Accrual of vacation shall cease when an employee accumulates the maximum
8 vacation balance established for the assigned work schedule and shall not resume until the
9 vacation balance is less than the maximum amount.

10
11 (i) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period
12 and each pay period thereafter but employees must complete the entire pay period to accrue
13 the vacation leave at the end of said pay period:

14
15 (1) of appointment;

16
17 (2) of return to duty from leave of absence;

18
19 (3) of restoration to employment of one-half (50%) time or more.

20

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1 Vacation leave shall be granted in whole hour units. On termination of service, any
2 fractional hour shall be made whole. The accrual of vacation leave shall cease at the
3 employee's last day at work.

4
5 **(j)** Appointing authorities shall be responsible for establishing all vacation leave
6 schedules, but may not discipline employees by imposing unusual vacation schedules.
7 Vacation shall be granted to the employee as provided by this ordinance in one of the
8 following ways:

9
10 (1) When the employee requests vacation leave in accordance with departmental
11 policies;

12
13 (2) When directed to take paid time off by the appointing authority;

14
15 (3) When an employee is terminated or resigns from the Classified Service;

16
17 (4) When an employee whose salary is established in Sections 2(a), 2(b), 2(c) or
18 2(d) reaches the established maximum accrual and would cease accruing vacation, and
19 notifies the appointing authority in writing of his/her intention to schedule vacation. Such
20 notice shall be at least seven (7) days prior to the first work day the employee intends to take

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1 off. If the appointing authority fails to establish a different vacation schedule, the employee
2 may take the paid leave, which was proposed in writing.

3
4 (5) With the approval of the appointing authority, an employee may request and
5 receive payment from the appointing authority for forty (40) hours of vacation accrual in lieu
6 of scheduling paid leave provided that the full vacation allowance for that year is not
7 exceeded. This may be done a maximum of once in each calendar year. Management
8 employees may request payment from the appointing authority for up to an additional forty
9 (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules
10 do not permit them to be absent from work. Employees whose pay is established in Section
11 2(c) of this ordinance may request payment for up to ninety-six (96) hours of vacation. These
12 requests are subject to the prior approval of the Director of Personnel.

13
14 (k) During the first twelve (12) months of employment, unless stated otherwise in this
15 ordinance, accrued vacation may be granted to an employee provided that the employee has
16 completed six (6) months of continuous service. When employment is terminated before
17 completing twelve (12) months of continuous service, any previously granted vacation leave
18 shall be deducted from the employee's final pay. When the service of an employee is
19 terminated after twelve (12) months of continuous service, any accumulated vacation that is
20 due the employee shall be paid.

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1 (l) Employees who separate from the Classified Service, who are certified from a
2 reemployment list, and who return to the Classified Service within twenty-four (24) months of
3 the separation, will be given credit for prior continuous service in determining the vacation
4 accrual rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance
5 and based on the date of the employee's original appointment.

6
7 (m) Employees who move to the Classified Service from the Unclassified Service shall be
8 given credit for the years of service in the Unclassified Service in determining the vacation
9 accrual rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date
10 of the employee's original appointment.

11
12 (n) Employees who return to work from a "reemployment from layoff" eligible list shall
13 be eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance,
14 provided the employee has completed six (6) months of continuous service prior to the layoff
15 and with approval of the appointing authority. An employee who has completed less than six
16 (6) months of continuous service will be required to complete the remaining portion of the six
17 (6) months period before being eligible to use vacation.

18
19 Any such reemployed worker shall be given credit for prior continuous service in
20 determining the employee's vacation accrual rate in accordance with the schedule established
21 in Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's

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1 original appointment. A Commissioned Officer who retires and is rehired as a civilian
2 employee will be considered a new employee for vacation purposes.

3
4 **(o)** Appointing authorities shall be responsible for the management of their vacation
5 schedules so as to most effectively administer their organizations and fulfill the desire of
6 employees in the establishment of leave schedules.

7
8 **(p)** Accrued vacation shall be carried with an employee when transferred, promoted, or
9 demoted from a position under one appointing authority to a position under another
10 appointing authority without a break in service or change in method of pay. Upon the death
11 of an employee, the person or persons entitled by law to receive any compensation due the
12 employee shall be paid the amount due the employee for accrued vacation.

13
14 **(q)** With the approval of the appointing authority, a retiring employee may be paid on the
15 payroll for accrued vacation in the month prior to retirement without inclusion in the
16 employee's final average compensation. An appointing authority may pay previously accrued
17 vacation off in a lump sum to an employee whose service with the City has terminated. Such
18 payment shall be made on the employee's last regular paycheck.

19
20 **(r)** Employees occupying excepted positions in the Classified Service shall be granted
21 vacation at the discretion of their appointing authority. An employee whose term in an

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1 excepted position ends and who is then appointed to a permanent competitive position
2 working fifty percent (50%) time or more shall become eligible to accrue vacation leave with
3 pay upon appointment to the competitive position. Length of cumulative service for the
4 purpose of determining rate of vacation leave accrual shall be based on the employee's
5 original date of appointment to the excepted position, providing there was no break in service
6 between expiration of the excepted position and appointment to the permanent competitive
7 position. The date of appointment to the permanent competitive position shall be used to
8 determine the appropriate rate of vacation accrual for the corresponding length of cumulative
9 service in accordance with the schedule established in Section 17(b).

10
11 (s) Appointing authorities shall report leave with pay for vacation and such other
12 authorized absences as the Director of Personnel shall designate to the Department of
13 Personnel in such form and at such time as the Director of Personnel may require.

14 15 **SECTION 18.**

16 **SICK LEAVE**

17
18 (a) Employees (non-Police Division employees) ceased accruing sick leave beginning
19 July 18, 2010. Employees in Section 2(a) or 2(b) employed by the Board of Police
20 Commissioners prior to September 1, 2013, employed by the City on September 1, 2013 and
21 continuously employed by the City ceased accruing sick leave on June 30, 2014. An

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1 employee may choose to use his/her sick leave in accordance with regulations established by
2 the Director of Personnel.

3
4 **(b)** An active employee who is a member of the Employees Retirement System or the
5 Firemen's Retirement System of the City of St. Louis, and who applies for retirement and
6 immediately retires from active service, shall receive payment for his/her sick leave balance
7 less any sick leave credited or paid to a member or used in the calculation of retirement
8 benefits under this or any other ordinance(s). If the Employees Retirement System or
9 Firemen's Retirement System provides for sick leave to be credited or paid to a member or
10 used in the calculation of retirement benefits, this payment shall be limited to a maximum of
11 fifty percent (50%) of the value of the employee's sick leave balance. If the Employees
12 Retirement System of the City of St. Louis provides for sick leave to be credited or paid to a
13 member or used in the calculation of retirement benefits, this payment shall be fifty percent
14 (50%) of the value of the employee's sick leave balance at time of retirement.

15
16 **(c)** If a member of the Employees Retirement System or the Firemen's Retirement System
17 of the City of St. Louis who had been otherwise eligible for Normal or Early Service
18 Retirement dies his/her estate may receive payment based on the calculation above on the
19 employee's sick leave balance, if any. Payment shall be made in accordance with the
20 procedures established by the Director of Personnel.

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1 **(d)** An employee who is reemployed from an authorized layoff shall have his/her prior
2 sick leave balance if any restored, provided this balance has not be used in the determination
3 of pension benefits paid to the retiree.

4
5 **(e)** Commissioned officers will be granted sick leave at the rate of 3.70 hours bi-weekly.
6 In addition, military reinstatements will be credited, on the date of their reinstatement, with
7 the number of sick leave credits accumulated prior to entering the military. Officers hired
8 prior to April 20, 2011 may earn and bank sick leave hours on an unlimited basis until
9 termination from the Division.

10
11 **(f)** Commissioned officers hired prior to April 20, 2011 with thirty (30) years of service
12 and possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their
13 accumulated sick leave hours. Officers hired prior to April 20, 2011 who have at least twenty
14 (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation
15 for one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080
16 hours divided by 12). All other officers hired prior to April 20, 2011 terminating their
17 employment with the Division will receive compensation for one-fourth of their accumulated
18 sick leave hours at the time of termination. These benefits are not granted to employees who
19 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

20

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1 **(g)** Employees in Section 2(a) or 2(b) formerly employed by the Board of Police
2 Commissioners prior to April 20, 2011 and continuously employed by the City with thirty
3 (30) years of service and possessing 2,200 accrued sick leave hours, will receive
4 compensation for one-half of their accumulated sick leave hours. Employees in Section 2(a)
5 or 2(b) formerly employed by the Board of Police Commissioners hired prior to April 20,
6 2011 and continuously employed by the City who have at least twenty (20) years of service
7 who possess 1,600 accrued sick leave hours, will receive compensation for one-fourth of their
8 accumulated sick leave hours, and also receive 173.33 hour pay (2080 hours divided by 12).
9 All other employees in Section 2(a) or 2(b) employed by the Board of Police Commissioners
10 prior to April 20, 2011 and continuously employed by the City who terminate their
11 employment with the Division will receive compensation for one-fourth of their accumulated
12 sick leave hours at the time of termination. These benefits are not granted to employees who
13 have pled guilty, been found guilty or otherwise convicted of a crime prior to termination.

14
15 **(h)** All Commissioned officers, excluding Police Officer Trainees, shall accumulate sick
16 bonus time.

17
18 **(i)** There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay
19 at the current rate of compensation.

20
21 **SECTION 19.**

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1 **MEDICAL LEAVE**

2
3 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
4 competitive positions working fifty percent (50%) time or more in accordance with
5 regulations and procedures established by the Director of Personnel.
6

7 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
8 hours of medical leave for each bi-weekly pay period of employment but must complete the
9 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate
10 is established for employees working an average work week of forty (40) hours. Medical
11 leave shall be computed on a proportionate basis for employees whose average work week is
12 more or less than forty (40) hours. An eligible employee may be granted paid medical leave
13 by his/her appointing authority after completing twenty-six (26) weeks of continuous service.
14

15 (2) Employees in Section 2(a) or 2(b) hired by the Police Division on or after
16 September 1, 2013 shall accrue medical leave as stated above in Section 19(a)(1).
17

18 (3) Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners
19 before September 1, 2013 shall be entitled to all of the sick and medical leave accrued during
20 such employment. Subject to the provisions of Section 19(a), medical leave with pay shall be
21 granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the

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1 Board of Police Commissioners before September 1, 2013, employed by the City and
2 continuously employed by the City on September 1, 2013.

3
4 **(b)** The Director of Personnel may establish a system of cash awards, paid time off or
5 other incentives to reward employees for perfect and near perfect attendance.

6
7 **(c)** An appointing authority shall remove an employee from the payroll for unexcused
8 absence in accordance with regulations and procedures established by the Director of
9 Personnel. When an employee is docked from the payroll under the provisions of this section,
10 the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the
11 regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an
12 employee is docked from the payroll for one (1) hour or more in a bi-weekly pay period,
13 he/she will cease to accrue medical leave for the pay period.

14
15 **(d)** If management decides to send their employees or a group of employees home due to
16 inclement weather, they will not lose their medical leave accrual for that pay period.

17
18 **(e)** All leave with or without pay for illness, injury, or physical inability to perform
19 assigned duties shall be recorded on the payroll or a subsidiary document in the manner
20 established by the Director of Personnel. Compensation for periods of absence from work

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1 when an employee sustains an injury by accident on the job shall be governed by the
2 provisions of Section 25 (Workers' Compensation and Disability Leave) of this ordinance.

3
4 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior
5 medical leave balance and sick leave balance restored if any, provided any sick leave balance
6 has not been credited to the employee's length of service in determining pension benefits paid
7 to the retiree. An employee who is reemployed from an authorized layoff and who has a
8 medical and/or sick leave balance and who completed twenty-six (26) weeks of continuous
9 employment prior to the layoff may take approved medical and/or sick leave upon
10 reemployment.

11
12 **(g)** Each appointing authority shall institute procedures, in accordance with regulations
13 established by the Director of Personnel that will discourage the improper use of medical
14 leave with pay. When an employee is removed from the payroll for absence not approved by
15 the appointing authority, the employee shall be notified promptly in writing.

16
17 **(h)** Employees shall not receive payment for any medical leave balance and it shall not be
18 used in the calculation of retirement benefits or payments under this ordinance or any other
19 ordinance.

20
21 **(i)** There shall be no advancement of medical leave.

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1
2 **SECTION 20.**

3 **MILITARY LEAVE**
4

5 The City of St. Louis will follow all applicable state and federal laws on the granting
6 of military leave and reemployment rights.
7

8 Each employee is required to give advance notice (at least 30 days prior to departure
9 when feasible), preferably in writing, of service obligation or intention to perform services in
10 the uniformed services, unless such notice is prevented by military necessity, as determined
11 by a designated authority, or impossible or unreasonable under all of the circumstances.
12

13 Upon the expiration of military leave of absence, the employee shall be reinstated to
14 the class of position he/she occupied at the time the leave was granted without breaking
15 continuity of service. Failure of an employee to report for duty within the time pursuant to
16 state or federal law shall be just cause for dismissal. The employee's accumulated leave
17 balance(s) shall be restored to the employee upon his/her return.
18

19 Full-time, permanent employees paid a bi-weekly rate of pay who are called to active
20 duty as a member of the National Guard or any reserve component of the Armed Forces of the
21 United States and who are placed on a military leave of absence will be granted compensation

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1 in the amount to offset the difference between the employee's gross bi-weekly pay with the
2 City and his/her total military pay plus allowances if such military pay and allowances is less
3 than the employee's regular gross bi-weekly rate of pay and subject to submission of
4 documentation as required by the Director of Personnel.

6 **SECTION 21.**

7 **LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

8
9 An employee may request a leave of absence, or an appointing authority may request a
10 leave of absence for an employee, for any reason under the City's general leave policy, or a
11 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
12 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
13 provisions and regulations as determined by the Director of Personnel.

14
15 **(a)** An appointing authority, with the approval of the Director of Personnel, may grant an
16 employee in a competitive position a general leave of absence without pay for a period of one
17 year, which may be extended, with the prior approval of the Director of Personnel.

18
19 Upon the expiration of such leave of absence, the employee shall be reinstated to the
20 competitive position he/she occupied at the time the leave was granted provided the position
21 is still in existence and he/she is able to perform the duties of the position. The employee

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1 shall be reinstated to the competitive position at the same relative rate in the salary range the
2 employee occupied at the time the leave was initiated. Failure of an employee to report for
3 duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to
4 the efficient conduct of the business of the City, an employee on leave other than military
5 leave or qualifying family/medical leave may be notified by the appointing authority, with the
6 approval of the Director of Personnel, to return prior to the expiration of such leave. Failure
7 of the employee to return within ten (10) calendar days after receipt of such notice shall
8 terminate his/her leave of absence and be just cause for dismissal, subject to any applicable
9 federal, state or local regulations.

10
11 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting
12 of family/medical leave.

13
14 The Director of Personnel shall establish additional rules, guidelines and procedures
15 for the effective administration of the City's "Family/Medical Leave Policy." The policy shall
16 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
17 thereafter.

18
19 Employees must take all of their accrued time (sick leave, medical leave, vacation
20 leave) prior to being placed on leave without pay status for approved Family and Medical
21 Leave, except employees can keep one (1) week of vacation hours (if they have accrued one

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1 (1) week of vacation and are eligible to take them). Employees will be allowed to use all their
2 compensatory time, if requested by employee.

3
4 **(c)** Any employee in a competitive position who is appointed to an excepted position in
5 the Classified Service shall be granted an in-service leave without pay from the competitive
6 position during the term to which he/she is appointed to the excepted position. Such leave
7 shall be for the term of the appointment to the excepted position and until his/her successor
8 qualifies. Upon the expiration of the appointment to the excepted position, the employee shall
9 be reinstated to the competitive position he/she occupied immediately prior to the in-service
10 leave. The employee shall be reinstated to the competitive position as under a temporary
11 promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a
12 competitive position shall retain any vacation, compensatory time, sick leave, or medical
13 leave balance in effect at the time of granting of the leave of absence for appointment to the
14 excepted position. Employees shall be given credit for time spent in an excepted appointment
15 in computing eligibility for additional vacation leave accrual.

16
17 **(d)** In the event that emergency conditions occur which require the closing of City-
18 operated facilities or the temporary cessation of functions carried out by classified employees,
19 the Mayor of the City of St. Louis may declare an emergency and require an employee or
20 group of employees to take leaves of absence with or without pay while such emergency
21 conditions exist. In the event that the Mayor requires that the leave of absence be without

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1 pay, an employee with vacation or accrued compensatory time may elect to take the accrued
2 time off with pay in lieu of all or a part of such non-paid leave of absence. Such non-paid
3 leave of absence shall not interrupt continuity of service for vacation accrual. An emergency
4 leave of absence declared by the Mayor shall not exceed ninety (90) days.

5
6 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
7 absence, except military leave, must take all accrued vacation at the start of the leave of
8 absence. Employees who are granted or placed on a non-paid leave of absence will not accrue
9 vacation, sick leave, and medical leave during the period of non-paid leave. Upon the
10 expiration of such leaves of absence, the employee shall follow the procedures as established
11 in this Section 21 and any other applicable regulations and procedures as established by the
12 Director of Personnel.

13
14 **(f)** An appointing authority, with the prior approval of the Director of Personnel, may put
15 an employee on a forced leave of absence with or without pay pending the outcome of an
16 investigation or of a pending disciplinary action against the employee. Employees being
17 placed on forced leave may elect to be placed on either vacation leave or compensatory time.

18
19 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
20 voluntary furloughs. The Director of Personnel may issue regulations to govern the furlough
21 program.

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1 The Director of Personnel and the City Counselor shall establish procedures for making the
2 payments required by the Missouri Workers' Compensation Law. The Comptroller shall
3 designate the fund or appropriation out of which such payment shall be made. Such
4 compensation shall be in addition to any life insurance benefits paid for by the City or by the
5 employee which is available to the employee's beneficiaries and also in addition to any benefit
6 provided by the Employees Retirement System of the City of St. Louis, the Firemen's
7 Retirement System of the City of St. Louis, or the Firefighters Retirement Plan.

8 9 **SECTION 24.**

10 **WORKERS' COMPENSATION AND DISABILITY LEAVE**

11
12 **(a)** Any employee in the Classified Service whose class title and grade are established in
13 Section 1(a) and denoted by the suffix "G," "M," "T" or "E" of this ordinance, including
14 employees who are compensated on a per performance or unit of work basis, who shall suffer
15 personal injury by accident or occupational disease arising out of and in the regular course of
16 employment while engaged in or about the premises where an employee's duties are being
17 performed or where an employee's presence is required as part of his/her employment, shall
18 promptly report such injury by accident or occupational disease to his/her immediate
19 supervisor. The supervisor shall in turn report, through the appointing authority, all facts
20 concerning the incident to the City Counselor and the Director of Personnel. The appointing

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1 authority shall promptly provide such written information and recommendations as may be
2 requested by the City Counselor to aid in making the determination of the period of disability.

3
4 The employee who suffers a personal injury as described in part (a) of this section, and
5 which results in temporary disability, may elect to use sick or medical leave for the first three
6 (3) days of temporary disability. Thereafter, the employee will be compensated at the rate
7 mandated by the Missouri Workers' Compensation Law. If the period of disability extends
8 fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during
9 the first three (3) days of disability will be restored to the employee's sick or medical leave
10 balance. The City Counselor shall determine the actual amount of compensation and length
11 of time during which payments are made for such temporary disability in accordance with the
12 Missouri Workers' Compensation Law.

13
14 **(b)** (1) Any employee in the competitive service whose class title and grade are
15 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
16 personal injury by accident or occupational disease while engaged in actual fire suppression,
17 or related emergency response activities on or about the premises where these activities are
18 being performed, or during transportation to and from the scene of the fire, or emergency,
19 shall promptly report such injury to his/her immediate supervisor. The injury shall be
20 promptly reported through appropriate management personnel to the Director of Personnel
21 and the City Counselor. During the period of temporary disability which has been determined

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1 by the City Counselor to be a result of an injury by accident or occupational disease as
2 defined above, the employee may be continued on the payroll at the regular bi-weekly rate
3 less any amount the employee would otherwise pay in taxes on that portion of the benefit
4 found to be exempt from taxation under the Missouri Workers' Compensation Law, or the
5 federal tax code. Disability leave may also be granted when an employee suffers injury as a
6 result of participation in Training Simulation of an exceptional and highly dangerous nature
7 wherein the appointing authority or the Director of the Department of Public Safety has
8 gained the approval of the Director of Personnel prior to such Training Simulation.

9
10 (2) Any employee in the competitive service whose class title and grade are
11 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
12 personal injury by accident or occupational disease arising out of and in the regular course of
13 employment while engaged in or about the premises where his/her duties are being
14 performed, except as otherwise provided in Section 25(b)(1) above shall likewise, promptly
15 report such injury to his/her immediate supervisor, who shall report, through his/her
16 appointing authority, all facts concerning the incident to the City Counselor and the Director
17 of Personnel. During any such period of temporary disability, the employee shall be entitled
18 to workers' compensation benefits as prescribed by State Law.

19
20 (3) Employees in the competitive service whose pay is established in Section 2(d)
21 of this ordinance who suffer personal injury by accident or occupational disease arising out of

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1 and in the regular course of employment shall receive compensation in accordance with
2 Police Division policies. Employees in the competitive service whose pay is established in
3 Section 2(a) or 2(b) of this ordinance and who were employed by the Board of Police
4 Commissioners and who remain employed by the Police Division who suffer personal injury
5 by accident or occupational disease arising out of and in the regular course of employment
6 shall receive compensation in accordance with Police Division policies.

7
8 **(c)** The City Counselor, the Director of Personnel, or the appointing authority may require
9 an employee to undergo a physical examination and medical or surgical treatment at the
10 expense of the City to diagnose and treat injuries or illnesses arising out of employment.

11
12 **(d)** The City Counselor and the Comptroller shall establish procedures for paying
13 compensation to employees or former employees who are permanently disabled and due
14 compensation under the Missouri Workers' Compensation Law. The Comptroller shall
15 designate the fund or appropriation out of which such payment shall be made.

16
17 **(e)** The City Counselor and the Director of Personnel shall be responsible for the
18 administration of the provisions of this Section and shall establish and publish procedural
19 regulations for the administration of the program. Each appointing authority shall establish
20 procedures to comply with the provisions of this section and established regulations.

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

14 **SECTION 26.**

15 **DEFERRED COMPENSATION**

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

20 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the
21 Comptroller is authorized to enter into an agreement with eligible participants, whereby said

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1 participants may designate a portion of their future earnings to be deducted by the City and
2 placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for
3 the purpose of providing tax deferred benefits to the participants upon retirement.

4
5 **(c)** The Board of Estimate and Apportionment is hereby authorized to establish or select a
6 specific plan or plans in accordance with the requirements set out in this ordinance. In
7 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside
8 parties to provide administrative and/or investment services after following competitive
9 bidding procedures. The Board of Estimate and Apportionment is authorized, after analyzing
10 the various competitive bids submitted in accordance with the requirements of this ordinance,
11 to select the plan or plans it determines to meet the requirements established as a part of the
12 competitive bidding procedures and to be in the best interest of the participants. No
13 investment plan shall be considered unless offered by a duly licensed resident agent
14 representing a company duly licensed and authorized by the State of Missouri and other
15 applicable federal regulatory agencies to offer such insurance or investment programs.

16
17 In the event Federal or State legislation is changed in a manner affecting and/or
18 relating to any of the aforementioned Deferred Compensation provisions contained in this
19 Section, the Board of Estimate and Apportionment of the City of St. Louis may amend the
20 deferred compensation plan accordingly and may execute any and all documents necessary to
21 achieve and effectuate the recommended changes.

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1

2 **SECTION 27.**

3 **RETIREMENT**

4

5 The following provisions shall apply to the Employees Retirement System:

6

7 **(a)** "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

8

9 (1) The annual compensation received by a member for the two (2) consecutive
10 years of creditable service in which the highest compensation was received preceding the
11 termination of his/her employment, and

12

13 (2) The balance of a member's sick leave on the date of retirement *less* sick leave
14 hours paid to the member upon termination of his/her employment and *less* sick leave hours
15 considered as creditable service for the purpose of determining eligibility for and/or
16 calculation of retirement benefits, except that said balance cannot exceed twenty-five percent
17 (25%) of a member's total sick leave on the date of retirement.

18

19 **(b)** If a member has less than two (2) consecutive years of creditable service his/her final
20 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below
21 and then multiplied by (4) below:

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1
2 (1) The sum of monthly compensation received by the member for each
3 consecutive month of creditable service immediately preceding the termination of his/her
4 employment;

5
6 (2) The balance of a member's sick leave pay on the date of retirement *less* sick
7 leave hours paid to the member upon termination of his/her employment and *less* sick leave
8 hours considered as creditable service for the purpose of determining eligibility for retirement
9 benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's
10 total sick leave on the date of retirement.

11
12 (3) The number of consecutive months of creditable service immediately
13 preceding the termination of his/her employment, and

14
15 (4) Twelve (12).
16

17 The years of creditable service of a member shall be the number of years and
18 completed full calendar months of service during which he/she receives compensation from
19 the first day of the calendar month following the date of the beginning of each employment
20 with an employer until his/her employment is terminated, subject to the provisions of this
21 section. The years of creditable service of an employee (as that term is defined in Subsection

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11 of Section Four of Ordinance 66511) hired after the operative date (as that term is defined in Subsection 18 of Section Four of Ordinance 66511) who had attained the age of sixty (60) years at initial employment shall be the number of years and completed months of service during which he/she receives compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988, of the beginning of each employment with an employer until his/her employment is terminated. No creditable service shall be granted for any period of employment before October 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable service for prior employment shall be granted an employee who becomes a member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

A member's accrued sick leave balance less the sum of (a), (b) and (c) below shall be considered as additional creditable service for calculation of retirement benefits under any provision of this Ordinance 66511, as amended:

(a) Sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, and

(b) Sick leave hours paid to the member upon termination of his/her employment, and

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1 (c) Sick leave hours used in determining final average compensation.

2
3 **SECTION 28.**

4 **SEVERABILITY**

5
6 The sections of this ordinance shall be severable. In the event that any section of this
7 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections
8 of this ordinance are valid, unless the court finds the valid sections of the ordinance are so
9 essential and inseparably connected with and dependent upon the void section that it cannot
10 be presumed that the Board of Aldermen would have enacted the valid sections without the
11 void ones, or unless the court finds that the valid sections standing alone are incomplete and
12 are incapable of being executed in accordance with the legislative intent.

13
14 **SECTION 29.**

15 **REPEAL OF PREVIOUS ORDINANCES**

16
17 Ordinance 70285 and all other ordinances or amendments, or parts thereof conflicting
18 with the provisions of this ordinance are hereby repealed.

19
20 **SECTION 30.**

21 **EMERGENCY CLAUSE**

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1
2 This ordinance being deemed necessary for the immediate preservation of the public
3 peace, health and safety is declared to be an emergency ordinance pursuant to Article IV,
4 Section 19 and 20 of the City Charter.

5
6 **INDEX TO COMPENSATION ORDINANCE**

7
8 This index is for general reference purposes and may not reference all provisions of
9 this ordinance. For complete scope refer to specific provisions of this ordinance.

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Estimated Costs of Proposed Pay Plan Provisions

	FY20	FY21	FY22
<u>General Fund</u>			
FY20 \$1,000 ¹	\$ 2,749,000	\$ -	\$ -
FY21 Merit Increase @ 3% ²	\$ -	\$ 3,035,000	\$ 3,035,000
FY21 Merit Increase @ 3% ²	\$ -	\$ -	\$ 3,096,000
	\$ 2,749,000	\$ 3,035,000	\$ 6,131,000
<u>Non-Civil Service</u> ³			
FY20 \$1,000	\$ 723,000	\$ -	\$ -
FY21 Merit Increase @ 3% ²	\$ -	\$ 1,016,000	\$ 1,016,000
FY21 Merit Increase @ 3% ²	\$ -	\$ -	\$ 1,046,000
	\$ 723,000	\$ 1,016,000	\$ 2,062,000
Total General Fund	\$ 3,472,000	\$ 4,051,000	\$ 8,193,000
<u>Special and Grant Funds</u>			
FY20 \$1,000 ¹	\$ 549,000	\$ -	\$ -
FY21 Merit Increase @ 3% ²	\$ -	\$ 1,117,000	\$ 1,117,000
FY21 Merit Increase @ 3% ²	\$ -	\$ -	\$ 1,147,000
	\$ 549,000	\$ 1,117,000	\$ 2,264,000
<u>Non-Civil Service</u> ³			
FY20 \$1,000 ¹	\$ 67,000	\$ -	\$ -
FY21 Merit Increase @ 3% ²	\$ -	\$ 130,000	\$ 130,000
FY21 Merit Increase @ 3% ²	\$ -	\$ -	\$ 134,000
	\$ 67,000	\$ 130,000	\$ 264,000
Total Special and Grant Funds	\$ 616,000	\$ 1,247,000	\$ 2,528,000
<u>Enterprise Funds</u>			
FY20 \$1,000 ¹	\$ 784,000	\$ -	\$ -
FY21 Merit Increase @ 3% ²	\$ -	\$ 1,441,000	\$ 1,441,000
FY21 Merit Increase @ 3% ²	\$ -	\$ -	\$ 1,484,000
	\$ 784,000	\$ 1,441,000	\$ 2,925,000
GRAND TOTAL ALL FUNDS	\$ 4,872,000	\$ 6,739,000	\$ 13,646,000

Notes:

- ¹ \$1,000 one-time bonus based on number of filled positions as of 14th pay period of FY20
- ² Estimated full cost of 3% merit increase. Previous years at 1.5% would be 1/2 of this amount.
- ³ Non-Civil Service positions are not covered by Civil Service pay ordinance but increases are patterned after it. (e.g. Courts budgets assume increases to match that assumed by City; any pay increases for elected office employee pay increases would be incorporated into separate pay bills.)

SUMMARY OF SIGNIFICANT CHANGES TO ORDINANCE 70791

SECTION 1. ALPHABETICAL LIST OF CLASSES

<u>Code Change</u>	<u>From</u>	<u>To</u>
Construction Equipment Foreman I	3328-39-T3	3334-39-T3
Construction Equipment Foreman II	3329-40-T3	3335-40-T3
Customer Service Manager	1726-16-M1	1189-16-M1
Secretary and Stenographer to the Mayor	1175-11-G3	1138-11G-3

<u>Grade Changes</u>	<u>From</u>	<u>To</u>
Airport Power Plant Manager	15	16

<u>Schedule Changes</u>	<u>From</u>	<u>To</u>
Accounting Coordinator	M	G
Housekeeping Manager	G	M

<u>Grade/ Delete Classes</u>	<u>Ovtm</u>	<u>Class Code</u>	<u>Schedule</u>	<u>Code</u>
Drafting Supervisor		4425	13G	3
Fingerprint Technician		2556	11G	3
Veterans Service Officer		1695	14G	3

SECTION 2. OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

- 2(a) Effective with the bi-weekly pay period starting June 21, 2020 the pay schedule for all pay grades denoted with the suffix "G" or "M" be changed as follows:

Grade 5 - Deleted rates for steps 1-29; changed step 30 from \$1,114 b-weekly to \$1,200 bi-weekly

Grade 6 - Deleted rates for steps 1-29

Grade 7 - Deleted rates for steps 1-24

Grade 8 - Deleted rates for steps 1-19

Grade 9 - Deleted rates for steps 1-13

Grade 10 - Deleted rates for steps 1-8

Grade 11 - Deleted rates for steps 1-2

- 2(b) Effective with the bi-weekly pay period starting June 21, 2020 the pay schedule for all pay grades denoted with the suffix "T" be changed as follows:

Grade 31 - Deleted rates for steps 1-5

Grade 32 - Deleted rates for steps 1-2

- 2(j) Removed language regarding "Therefore, per performance and hourly employees will be limited to work an equivalent of ten (10) months of full time employment (1,733 hours) per year."

SECTION 7. SALARY ADJUSTMENT

7(a)(1) All full time employees employed on March 29, 2020 whose salary is established in Section 2(a) or 2(b) – General, Management, and Trades Pay Schedules, shall receive a one-time, lump sum payment of \$1,000.00 effective with the pay period beginning March 29, 2020.

7(a)(3) Effective beginning with the bi-weekly pay period starting June 21, 2020, all employees whose salary is established in Section 2(a) or 2(b) – General, Management, and Trades Pay Schedules, who would be eligible to receive an annual step increase as a result of a "Successful" or "Highly Successful" Overall Rating on their regular Service Rating date will instead receive a two-step (i.e. 3%) increase regardless of their current rate or place in the pay schedule.

Previously Approved by the Civil Service Commission

<u>Grade/ Delete Classes</u>	<u>Ovtm</u>	<u>Class Code</u>	<u>Schedule</u>	<u>Code</u>
Accountant I		1441	13G	2
Data Entry Operator		1312	8G	3
Equipment Operator		3321	9G	3
Laborer		3111	8G	3
Laborer (Lead)		3112	9G	3
Supervising Stationary Engineer I		3427	39T	3
Towing Services Manager		3317	15M	1
Water Maintenance Worker		3512	11G	3
Water Meter and Tap Supervisor		3526	14M	1
Water System Inspector		3524	11G	3
Water Utility Worker		3513	10G	3

<u>Code Change</u>	<u>From</u>	<u>To</u>
Supervising Stationary Engineer	3428-15-M1	3428-15-M2

Title Changes

From

Accountant II

To

Accountant

From

Supervising Stationary Engineer II

To

Supervising Stationary Engineer

<u>Grade/ Add Classes</u>	<u>Ovtm</u>	<u>Class Code</u>	<u>Schedule</u>	<u>Code</u>
Audit Coordinator		1474	15G	1
Commissioner of Towing		3349	17M	1

Fingerprint Manager	2549	16M	1
Forensic Science Technician	2555	11G	3
GIS Systems Manager	1361	17M	1
Sunshine Law Administrator	1626	17M	1
Traffic Control Supervisor	3439	14M	3
Utility Locator	3119	12G	3
Water Maintenance Technician	3518	12G	3

BOARD BILL NUMBER 200

FISCAL NOTE

Preparer's Name Richard Frank, Director of Personnel

Phone Number or Email Address (will be available publicly) frankr@stlouis-mo.gov

Bill Sponsor Alderwoman Carol Howard and Co-sponsor Alderwoman Beth Murphy

Bill Synopsis:	A compensation ordinance for all employees in the classified service.
Type of Impact:	Governs all wages and benefits for civil service employees.
Agencies Affected:	All civil service operating departments.

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? ☐ Yes ☒ No
- An undertaking of a new service for which no funding is provided in the current adopted city budget? ☐ Yes ☒ No
- A commitment of city funding in the future under certain specified conditions? ☒ Yes ☐ No
- An issuance of bonds, notes and lease-purchase agreements which may require additional funding beyond that approved in the current adopted city budget? ☐ Yes ☒ No
- An execution or initiation of an activity as a result of federal or state mandates or requirements? ☐ Yes ☒ No
- A capital improvement project that increases operating costs over the current adopted city budget? ☐ Yes ☒ No
- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? ☐ Yes ☒ No

If the answer is yes to any of the above questions, then a fiscal note must be attached to the board bill. Complete Section B of the form below.

SECTION B

- Does the bill require the construction of any new physical facilities? ____Yes ☒No

- If yes, describe the facilities and provide the estimated cost:

- ---

- Is the bill estimated to have a direct fiscal impact on any city department or office?
____x____Yes ____No

- If yes, explain the impact and the estimated cost:

FYE 6/30 cost of granting all full-time civil service employees a one time lump sum incentive of \$1000 cash, if employed on 03/29/20, to be paid on the paycheck of 04/17/20. Raises merit increases from 1.5% to 3.0% for FY21 and FY 22 for all eligible employees.

- ---

- Does the bill create a program or administrative subdivision? ____Yes ☒No

- If yes, then is there a similar existing program or administrative subdivision?

- ____Yes ☒No

- If yes, explain the how the proposed programs or administrative subdivisions may overlap:

- ---

- Describe the annual operating, equipment, and maintenance costs that would result from the proposed bill, as well as any funding sources:

N/A

Complete the chart below to list the total estimated expenditures required of the City resulting from the proposed board bill and any estimated savings or additional revenue.

Financial Estimate of Impact on General Fund			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	See Attached	See Attached	See Attached
Additional Revenue	See Attached	See Attached	See Attached
Net	See Attached	See Attached	See Attached
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	See Attached	See Attached	See Attached
Additional Revenue	See Attached	See Attached	See Attached
Net	See Attached	See Attached	See Attached

- Describe any assumptions used in preparing this fiscal note:

Figures based on current number of full-time, civil service employees.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

City Administration and Table of Organization (records of employees). Costs calculated by Budget Division.

- Have the financial estimates of this bill been verified by the City Budget Division?
☒ Yes ☐ No

○ If yes, by whom? Budget Director. _____

ORDINANCE 71686
BOARD BILL NUMBER 47
FISCAL NOTE

Preparer's Name Erik Bates, Human Resources Manager

Phone Number or Email Address (will be available publicly) batese@stlouis-mo.gov

Bill Sponsor Alderwoman Cara Spencer

Bill Synopsis:	A compensation ordinance for all employees in the classified service.
Type of Impact:	Governs all wages and benefits for civil service employees.
Agencies Affected:	All civil service operating departments.

SECTION A
Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? Yes x No
- An undertaking of a new service for which no funding is provided in the current adopted city budget? Yes x No
- A commitment of city funding in the future under certain specified conditions? x Yes No
- An issuance of bonds, notes and lease-purchase agreements which may require additional funding beyond that approved in the current adopted city budget? Yes x No
- An execution or initiation of an activity as a result of federal or state mandates or requirements? Yes x No
- A capital improvement project that increases operating costs over the current adopted city budget? Yes x No
- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? Yes x No

(01/2017)

If the answer is yes to any of the above questions, then a fiscal note must be attached to the board bill. Complete Section B of the form below.

SECTION B

- Does the bill require the construction of any new physical facilities? ____Yes ☒No

- If yes, describe the facilities and provide the estimated cost:

- Is the bill estimated to have a direct fiscal impact on any city department or office?
____x____Yes ____No

- If yes, explain the impact and the estimated cost:

3% increase in all pay grades, plus additional adjustments to ensure a minimum of 1.5% difference between steps in each grade. This results in an average of approximately 4.45% increase for all pay grades. This is in addition to the 1.5% increase due to eligible employees as part of their annual merit evaluation.

- Does the bill create a program or administrative subdivision? ____Yes ☒No

- If yes, then is there a similar existing program or administrative subdivision?

____Yes ☒No

- If yes, explain the how the proposed programs or administrative subdivisions may overlap:

- Describe the annual operating, equipment, and maintenance costs that would result from the proposed bill, as well as any funding sources:

N/A_____

Complete the chart below to list the total estimated expenditures required of the City resulting from the proposed board bill and any estimated savings or additional revenue.

Financial Estimate of Impact on General Fund			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	NA	NA	NA
Additional Revenue	NA	NA	NA
Net	NA	NA	NA
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	NA	NA	NA
Additional Revenue	NA	NA	NA
Net	NA	NA	NA

- Describe any assumptions used in preparing this fiscal note:

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

- Have the financial estimates of this bill been verified by the City Budget Division?

☐ Yes ☒ No

○ If yes, by whom? _____

Summary
Board Bill Number 13
Introduced by Alderman Rasheen Aldridge Jr.
May 1, 2026

Pursuant to Ordinance Number 70333, and as amended by Ordinance Number 71394, the Director of Streets is hereby directed to install speed humps to calm the flow of traffic on certain blocks in the Fourteenth Ward.

BOARD BILL NUMBER 13 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

Pursuant to Ordinance Number 70333, and as amended by Ordinance Number 71394, the Director of Streets is hereby directed to install speed humps to calm the flow of traffic on certain blocks in the 14th Ward.

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

SECTION ONE. Compelling the Director of Streets to Install Speed Humps.

Pursuant to Ordinance Number 70333, and as amended by Ordinance Number 71394, the Director of Streets is hereby directed to install speed humps to calm the flow of traffic on certain blocks in the Fourteenth Ward as follows:

SUBSECTION ONE. Speed Humps in St. Louis Place.

- a. Hebert St. between 23rd St. and 25th St.
- b. Hebert St. between 23rd St. and 22nd St.
- c. Hebert St. between 22nd St. and N. Florissant Ave.
- d. Mullanphy St. between Hogan St. and N. 18th St.
- e. Mullanphy St. between N. 18th St. and N. 17th St.

SUBSECTION TWO. Speed Humps in College Hill.

- a. Blaire Ave. between John Ave. and Gano Ave.

Board Bill Number 13
Exhibit 1



Map of the speed bumps for the following locations:

- Hebert St. between 23rd St. and 25th St.
- Hebert St. between 23rd St. and 22nd St.
- Hebert St. between 22nd St. and N. Florissant Ave.
- Mullanphy St. between Hogan St. and N. 18th St.
- Mullanphy St. between N. 18th St. and N. 17th St.
- Blaire Ave. between John Ave. and Gano Ave.

To view this map electronically, click this link:

https://www.google.com/maps/d/u/0/edit?mid=1QHREM2nuM3urPBneMbwnub3gL2_x-9o&usp=sharing

Summary
Board Bill Number 14
Introduced by Alderman Rasheen Aldridge Jr.
May 1, 2026

An Ordinance to rename certain blocks of the 14th Ward.

BOARD BILL NUMBER 14 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

1 An Ordinance to rename certain blocks of the 14th Ward.

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

3 **SECTION ONE.** Creating the honorary street name.

4 The honorary street name “Louis Conley Avenue” shall hereby be placed on every intersection
5 on St. Louis Avenue between, and including, North 25th Street and Parnell Street.

6 **SECTION TWO.** Validating that at least 60% of the required people want this name change.

7 Pursuant to **Ordinance Number 68937**, at least sixty percent of all registered voters and/or
8 persons owning a business on the impacted street mentioned in Section One of this Ordinance
9 have signed a petition in support of this honorary street name.

10 **SECTION THREE.** Installation after payment received.

11 Upon receipt of payment for manufacturing and installing the honorary street signs, the Director
12 of Streets shall install the honorary street signs, “Louis Conley Avenue” at the intersections listed
13 in Section One of this Ordinance.

RESOLUTION NUMBER 10
RECOGNIZING ALS (AMYOTROPHIC LATERAL SCLEROSIS) AWARENESS MONTH 2026

WHEREAS, amyotrophic lateral sclerosis, also commonly known as Lou Gehrig's disease, is a progressive fatal neurodegenerative disease in which a person's brain loses connection with their muscles, slowly reducing a person's ability to walk, talk, eat, and eventually breathe; and

WHEREAS, thousands of new amyotrophic lateral sclerosis (ALS) cases are reported every year, and estimates show that every 90 minutes, someone is diagnosed with ALS and someone passes away from ALS; and

WHEREAS, on average, patients diagnosed with ALS survive only two to five years from the time of diagnosis; and

WHEREAS, the exact causes of ALS are unknown and there is no known cure for ALS; and

WHEREAS, people who have served in the military are more likely to develop ALS and die from the disease than those with no history of military service; and

WHEREAS, securing access to new therapies, durable medical equipment, and communication technologies is of vital importance to people living with ALS; and

WHEREAS, clinical trials play a pivotal role in evaluating new treatments, enhancing quality of life, and fostering assistive technologies for those living with ALS; and

WHEREAS, the ALS Association is the largest philanthropic funder of ALS research globally and has committed more than \$154 million to support more than 550 projects across the United States and 18 other countries; and

WHEREAS, the ALS Association is committed to make ALS livable and cure it for everyone, everywhere; and

WHEREAS, Amyotrophic Lateral Sclerosis Awareness Month provides an opportunity to increase public awareness of the dire circumstances of people living with ALS, acknowledge the terrible impact this disease has on those individuals and their families, and support research to eradicate this disease; and

NOW THEREFORE BE IT RESOLVED by this Honorable Board of Alderman of the City of St. Louis that we pause in our deliberations to proclaim May 1 to May 31, 2026 as ALS Awareness Month. I call upon all Americans to join in supporting ALS research, advocating for increased funding, and standing in solidarity with those affected by this relentless disease. We further direct the clerk of this Board to spread a copy of this resolution across the minutes of these proceedings and to prepare a commemorative copy to the end that it may be presented at a time and place deemed appropriate by the sponsor.

Introduced this 1st day of May 2026 by:
The Honorable Daniela Velázquez, Alderwoman 6th Ward

Adopted this 1st day of May 2026 as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan Green
President, Board of Aldermen

**RESOLUTION NUMBER 7
HONORING TIM EZELL**

WHEREAS, Tim Ezell served as the comic relief at Fox 2, you never knew what to expect when you tuned into *Fox 2 News in the Morning*, and for 16 years he loved the opportunity to bring smiles to the people of St. Louis to start their day. Tim left in 2014 to be a full-time pastor, and then returned to Fox 2 on Saturday mornings with a non-profit television ministry called *The Thread*, which celebrated the Kingdom work being done in and around our city. *The Thread* ran for 5 seasons; and

WHEREAS, in 2018, Tim returned back to the morning beat, bringing his unique brand of fun back to *Fox 2 News in the Morning* in the role that started it all...Feature Reporter, where his unique storytelling and uplifting humor encouraged St. Louis-area residents every morning. In recent years, he's continued highlighting the people and businesses of St. Louis with the morning segments "Tim's Travels" in addition to a daily inspirational message to viewer; and

WHEREAS, Tim is originally from Fort Worth, Texas and is a proud graduate of Louisiana State University. He graduated from Covenant Seminary in May 2017 with his Master of Divinity. Tim is blessed with his bride of 27 years and best friend Kim. They are proud parents of 3 children: Halle, Lexi, and Andrew; and

WHEREAS, earlier this year, Tim and his medical team believed he met the criteria for Multiple System Atrophy (MSA). After spending a week at Mayo Clinic, prayers were answered when test results did not confirm that diagnosis. While Tim continues to face a form of Parkinson's disease that will require a long and determined fight, this news brought renewed hope and clarity for the road ahead; and

WHEREAS, True to who he is, Tim's humility, generosity, selflessness, and humor are well known. He has spent decades bringing light, laughter, and faith into the homes and hearts of St. Louis. Tim has always lived to serve others and as he continues this walk Faith Over Fear is not just a phrase - it's how Tim continues to live, love, lead through this season of life.

NOW THEREFORE BE IT RESOLVED by the Board of Aldermen of The City of St. Louis that we pause in our deliberations to recognize, honor, and thank Tim Ezell and wish him God Speed in his journey for years to come. We further direct the clerk of this board to spread a copy of this resolution across the minutes of these proceedings and to prepare a commemorative copy to the end that it may be presented during "Faith Over Fear" A Night of Hope for Tim Ezell by the sponsor.

Introduced this 1st day of May, 2026 by:
The Honorable Shameem Clark Hubbard, Alderwoman 10th Ward

Adopted this 1st day of May, 2026 as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan Green
President, Board of Aldermen

RESOLUTION NUMBER 8
RECOGNIZING THE TRANSPORTATION POLICY POD FOR THEIR ADVOCACY AND
COMMITMENT TO IMPROVING PUBLIC TRANSIT AND NON-MOTORIZED
TRANSPORTATION IN THE CITY OF ST. LOUIS

WHEREAS, the Transportation Policy Pod is a student-led initiative composed of Saint Louis University students who embody the University’s mission of “Higher Purpose. Greater Good.” by dedicating themselves to advancing equitable, sustainable, and accessible transportation systems throughout the City of St. Louis; and

WHEREAS, these students, specifically, Eric Mans, Ayla Acakpo-Satchivi, Sofia Cavanaugh, Celeb Yatchak, Tyler Michelstetter and Suna Tabag have demonstrated exceptional leadership and civic engagement by advocating for safer streets and expanded non-motorized transportation options through consistent participation in local meetings, research, and community collaboration; and

WHEREAS, guided by a commitment to the greater good, the group has worked to improve public transportation and biking infrastructure, recognizing that mobility is essential to opportunity, equity, and quality of life for all residents; and

WHEREAS, the Transportation Policy Pod played a meaningful role in supporting Saint Louis University’s “SLU on the Move” initiative, contributing to Saint Louis University’s success in winning the Metro College Transit Challenge through Citizens for Modern Transit; and

WHEREAS, these students have taken hands-on action to improve the daily experience of transit users by partnering with local organizations such as the Urbanists to construct bus benches and enhance rider accessibility; and

WHEREAS, the group has fostered a culture of learning and empowerment by helping fellow students engage with cycling as a viable form of transportation, including offering opportunities to learn bicycle repair and safe riding practices; and

WHEREAS, through hosting community watch parties and encouraging civic participation in Bus Rapid Transit discussions, the Transportation Policy Pod has strengthened public awareness and engagement in critical transportation initiatives; and

WHEREAS, the students have worked collaboratively with organizations including TrailNet, Citizens for Modern Transit, and the Urbanists, demonstrating a deep commitment to partnership-driven progress in public transit advocacy; and

WHEREAS, through research, policy exploration, and direct engagement with elected officials, including members of the Board of Aldermen, these students have shown a forward-thinking dedication to issues such as reduced transit fares, bus stop standards, and the continued development of a more connected and equitable transportation system; and

WHEREAS, this recognition marks a significant and meaningful moment, as it reflects one of the first times a student-led group has been formally honored by the Board of Aldermen for their civic leadership and impact on the future of the City of St. Louis.

NOW THEREFORE BE IT RESOLVED by the Board of Aldermen of the City of St. Louis that we pause in our deliberations to recognize and commend the students of the Transportation Policy Pod of Saint Louis University’s William L. Clay, Sr. Institute of Civic Engagement and Economic Justice, through the Center for Social Action, for their extraordinary commitment to the principles of “Higher Purpose. Greater Good.” and for their lasting contributions to improving transportation, strengthening communities, and advancing the future of

the City of St. Louis. We further direct the Clerk of this Board of Aldermen to spread a copy of this Resolution across the minutes of these proceedings and to prepare a commemorative copy of this resolution to the end that it may be presented to those deemed appropriate by the sponsor.

Introduced this 1st Day of May 2026 by:
The Honorable Rasheen Aldridge, Alderman of the 14th Ward

Adopted this 1st day of May, 2026 as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan Green
President, Board of Aldermen

RESOLUTION NUMBER 9
HONORING BELLA’S COFFEE CAFÉ ON WASHINGTON

WHEREAS, Bella’s Coffee Cafe on Washington will celebrate its grand opening on April 29, 2026, marking the introduction of a reimagined all-day café and bar in the heart of the Washington Avenue neighborhood; and

WHEREAS, Bella’s Coffee Cafe on Washington is owned and operated by Corey James and Austin Blankenship, whose vision has transformed the space into a vibrant, morning-to-night destination serving residents, workers, and visitors alike; and

WHEREAS, Corey James, a longtime resident and business owner in downtown St. Louis, has demonstrated a deep and ongoing commitment to the vitality of the Washington Avenue corridor through nearly two decades of living, working, and investing in the same neighborhood; and

WHEREAS, Bella’s Coffee Cafe on Washington offers high-quality, locally driven products including locally roasted coffee, house-made pastries, breakfast sandwiches, and a thoughtfully curated bar program featuring local partners such as 4 Hands Brewing Co. and Stone Ledge Distillery; and

WHEREAS, the café’s extended hours and diverse offerings reflect the evolving needs of downtown living, providing a welcoming and accessible gathering space throughout the day and evening; and

WHEREAS, under the leadership of General Manager Nicole Reed, the café builds upon its established reputation while elevating its offerings to better serve the community; and

WHEREAS, Bella’s Coffee Cafe on Washington contributes to the continued growth and walkability of the Washington Avenue neighborhood and represents the type of local reinvestment that strengthens small business development and neighborhood vibrancy; and

WHEREAS, this project reflects broader efforts to support economic development, activate storefronts, and enhance quality of life in downtown St. Louis;

NOW, THEREFORE, BE IT RESOLVED, that we do hereby recognize and celebrate the grand opening of Bella’s Coffee Cafe on Washington on April 29, 2026, and commend its owners and team for their dedication to community, entrepreneurship, and the continued revitalization of downtown St. Louis; and

BE IT FURTHER RESOLVED, by the Board of Aldermen of the City of St. Louis that we pause in our deliberations to extend our best wishes for continued success and prosperity to Bella’s Coffee Cafe on Washington as it serves as a valued gathering place and neighborhood anchor for years to come. We further direct the clerk of this board to spread a copy of this resolution across the minutes of these proceedings and to prepare a commemorative copy to the end that it may be presented to those deemed appropriate by the sponsor.

Introduced this 1st Day of May 2026 by:

The Honorable Rasheen Aldridge, Alderman of the 14th Ward

Adopted this 1st day of May, 2026 as attested by:

Sharita Rogers

Megan Green

Clerk, Board of Aldermen

President, Board of Aldermen