



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

1

- 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 - Friday, May 29, 2026**
- 7. Report of City Officials**
 - a) Report of the Clerk of the Board of Aldermen**

The following Board Bill from the 2026-2027 Legislative Session was Third Read and Finally passed by the Board, signed by the President and delivered to the Mayor for their signature pursuant to law. The list below shows the Bill Number, Name of the Sponsor, and Date Delivered:

B.B. #2	Schweitzer	05-29-2026
B.B.#11	Clark Hubbard	05-29-2026

- b) Office of the Mayor**
None
- c) Office of the President**
None



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

2

**d) Office of the Comptroller
None**

**8. Petitions and Communications
None**

**9. Board Bills for Perfection – Informal Calendar
None**

**10. Board Bills for Third Reading – Informal Calendar
None**

**11. Resolutions – Informal Calendar
None**

12. First Reading of Board Bills

B.B. #33 - Browning - 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 on the 4300 block of West Pine Boulevard.

B.B. #34 - Velazquez - 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 on various blocks in the sixth ward.

B.B. #35 - Keys - An ordinance directing the Director of Streets to install speed humps pursuant to Ordinance Number 70333 as



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

3

amended by Ordinance Number 71394 to calm the flow of traffic on the on the 4400 block of Dryden Avenue.

13. Reference to Committee of Board Bills

PIFU B.B. #33,#34,#35

14. Second Reading and Report of Standing Committees

a) Do Pass Recommendation

HUDZ B.B. #29 - Clark Hubbard, Browning, Sonnier, Cohn, Aldridge, Schweitzer - An ordinance recommended by the Board of Estimate and Apportionment authorizing the City of St. Louis Office of the Mayor's Office of Recovery to accept Disaster Relief funding from the Missouri Department of Public Safety and the Missouri Housing Development Commission; 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.

BDGT B.B. #10 - Clark Hubbard, Aldridge - 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.

BDGT B.B. #15 - Aldridge - An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the "Election Board") pursuant to §§ 115.045 and



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

4

115.049, Revised Statutes of Missouri (“RSMo.”), by repealing Ordinance Number 71887; 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 after approval by the Mayor.

BDGT B.B. #16 - Aldridge - An Ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner’s Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance Number 71970; 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.

BDGT B.B. #26AA - Aldridge - The Board Bill repeals Ordinance Number 71965 relating to the position, classifications and salaries of the Treasurer’s Office employees and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing 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 of the Mayor.

BDGT B.B. #31 - Clark Hubbard, Aldridge - An ordinance making appropriation for payment of the operating expenses, capital expenses, including lease purchase agreements and debt service expenses of the Parking Division of the Treasurer’s Office for fiscal year July 1, 2026 through June 30, 2027, in the sum of Twenty-One Million, Thirty-Seven Thousand, Nine Hundred Sixty-Six Dollars (\$21,037,966) including One Million, Four Hundred Seventy-Five



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

5

Thousand, Seven Hundred Sixty-Eight Dollars (\$1,475,768) for Capital Improvements; containing an emergency clause

- PIFU B.B. #18 - Devoti, Browning** - An ordinance authorizing the honorary street name Sister Felicetta Cola Avenue pursuant to Ordinance Number 68604, which shall begin at the intersection of Wilson Avenue and Macklind Avenue and run East on Wilson Avenue to the intersection of Wilson Avenue and Edwards Street.
- PIFU B.B. #23 - Devoti** - 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 on various blocks in the 5th ward.
- PIFU B.B. #25AA - Browning, Cohn, Clark Hubbard, Schweitzer, Devoti, Cox Antwi** - An ordinance pertaining to water rates; finding, determining and declaring that an increase in certain water rates is necessary for certain purposes, defining certain terms; repealing and replacing parts of Ordinance 71683 which are presently codified as Sections 23.06.130, 23.16.025, 23.16.040, 23.18.015, 23.18.070, 23.20.015, 23.20.020, 23.20.030, and 23.20.040 of the Revised Code of The City of St. Louis ("Revised Code") and amending parts of Ordinance 71683 which are presently codified as Sections 23.16.020 and 23.04.220 of the Revised Code; all having as their subject water rates and charges; and containing an emergency provision
- PIFU B.B. #28 - Devoti, Schweitzer, Browning, Cox Antwi** - An ordinance requiring the installation of water meters on certain service connections in the City of St. Louis, providing mechanisms for enforcement, including providing authority to deny or withhold service for noncompliance, and delegating authority to the Water Division to administer, implement, and set technical standards for



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

6

meter installation. The requirement applies prospectively to new service connections and mandates the installation of meters only on certain existing service connections. The ordinance also includes a severability clause.

b) Do Not Pass Recommendation
None

c) Without Recommendation
None

15. Report of Special Committees
None

a) Do Pass Recommendation

b) Do Not Pass Recommendation

c) Without Recommendation

16. Board Bills for Perfection – Consent

B.B. #21 - Cox Antwi - This Board Bill amends Ordinance 66935 and authorizes the execution of a Second Amendment Lease Agreement between The City of St. Louis, Missouri (the “City”) and Material Sales Company (“Lessee”) for certain land and mooring between the MacArthur Bridge and the Poplar Street Bridge under certain terms and conditions for a period of (5) years, at a rate of \$17,812.72 for the first year and increasing by three (3) percent each year thereafter.

B.B. #19 - Cox Antwi, Sonnier, Clark Hubbard - An ordinance amending Ordinance 70767 to extend the sunset date of the Minority



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

7

and Women-Owned Business Enterprise Program for the City of St. Louis to December 31, 2026.

17. Board Bills for Perfection

None

18. Report of Engrossment

B.B. #12

19. Third Reading and Final Passage of Board Bills – Consent

None

20. Third Reading and Final Passage of Board Bills

B.B. #12 - Aldridge, President Green, Browning, Devoti, Velazquez, Sonnier - 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.

21. Report of the Finally Passed and Signing by President

B.B. #12

22. First Reading of Resolutions and Reference to Committees

Res. #34 - Devoti - To approve the 2026 Gardenside Subdivision Special Business District

23. Second Reading Resolutions, Committee Reports & Adoptions



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

8

Res. #33AA - Schweitzer, Cohn, Browning, Keys - Recommending the City St. Louis Port Authority provide personal property tax abatement for a project at 611 Marceau Avenue.

24. Courtesy Resolutions

Res. #36 - Aldridge - NOW THEREFORE BE IT RESOLVED, that the Board of Aldermen of the City of St. Louis hereby honors and celebrates Dr. Jerome Katz upon his retirement from Saint Louis University and extends sincere gratitude for his extraordinary contributions to entrepreneurship education, the St. Louis innovation community, and the countless lives he has positively influenced throughout his remarkable career.

Res. #37 - Devoti - NOW THEREFORE BE IT RESOLVED, by this Honorable Board of Aldermen of the City of St. Louis that we pause in our deliberations to recognize and honor the work of Raymond B. Flojo and his contributions to legal matters for the City.

Res. #38 - Cox Antwi - NOW THEREFORE BE IT RESOLVED, that the Honorable Board of Aldermen of the City of St. Louis that we pause in our deliberations to recognize the 70th Anniversary of Legal Services of Eastern Missouri in recognition of the many contributions that Legal Services of Eastern Missouri has made to improving the lives of Missourians for 70 years.

25. Miscellaneous and Unfinished Business

26. Announcements

Monday, June 8, 2026

None



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

9

Tuesday, June 9, 2026

HUDZ Meeting – 11:00 am – Kennedy Room

Wednesday, June 10, 2026

None

Thursday, June 11, 2026

Budget & Public Employees – 10am – Kennedy Room

Personnel and Administration Committee-11am- Kennedy Room

Friday, June 12, 2026

Full Board Meeting — 10 am — Chambers

- 27. Excused Aldermen**
- 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)**

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



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

10

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

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)



**ST. LOUIS BOARD OF ALDERMEN
FULL BOARD MEETING
CHAMBERS
FRIDAY, JUNE 5, 2026 AT 10:00 AM
FINAL AGENDA NO.7**

11

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
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 35
Introduced by Alderman Michael Browning
May 29th, 2026

An ordinance directing the Director of Streets to install speed humps in the 9th ward.

BOARD BILL NUMBER 33 INTRODUCED BY ALDERMAN MICHAEL BROWNING

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 traffic on
3 the 4300 block of West Pine Boulevard.

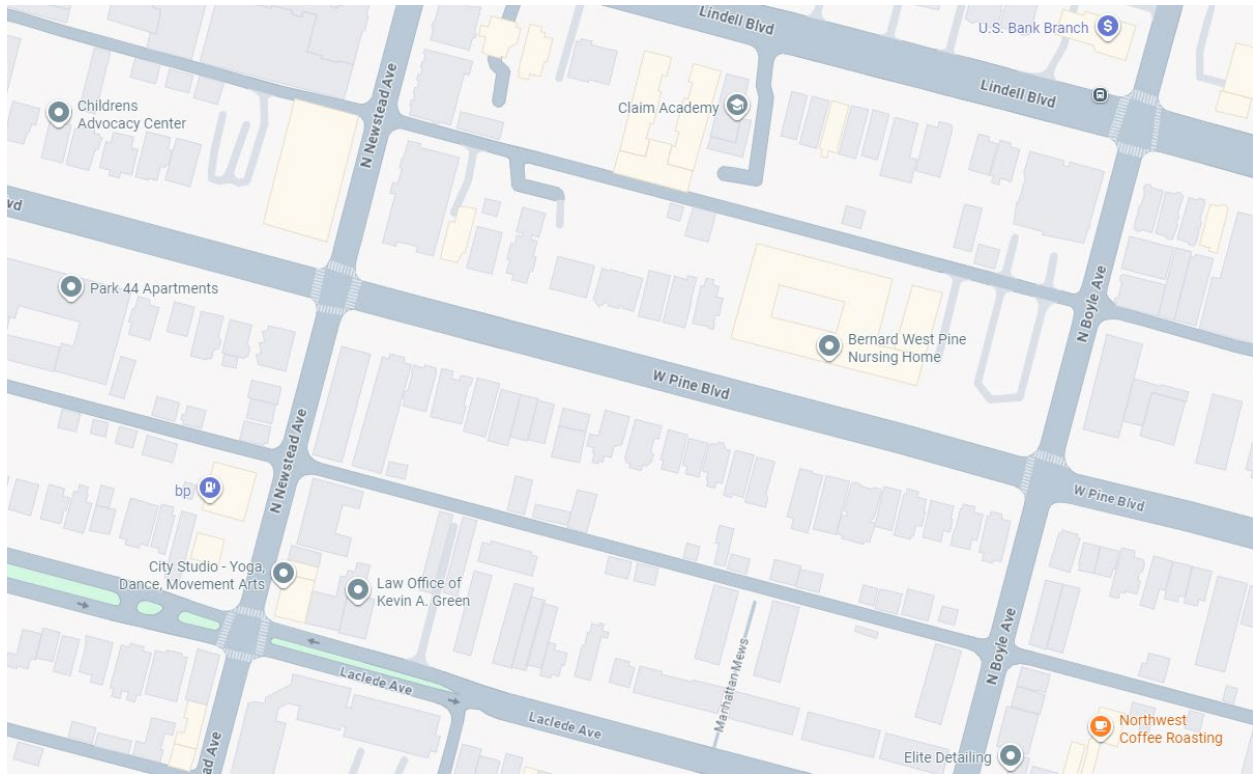
4 **BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

5 **SECTION ONE.** Pursuant to **Ordinance Number 70333** as amended by **Ordinance Number**
6 **71394** the Director of Streets is hereby directed to install speed humps to calm the flow of traffic
7 on various blocks in the 9th ward as follows:

- 8 1. Speed Humps shall be installed on the 4300 Block of West Pine Blvd
- 9 2. Speed Humps shall be installed on the 300-500 Block of N. Euclid

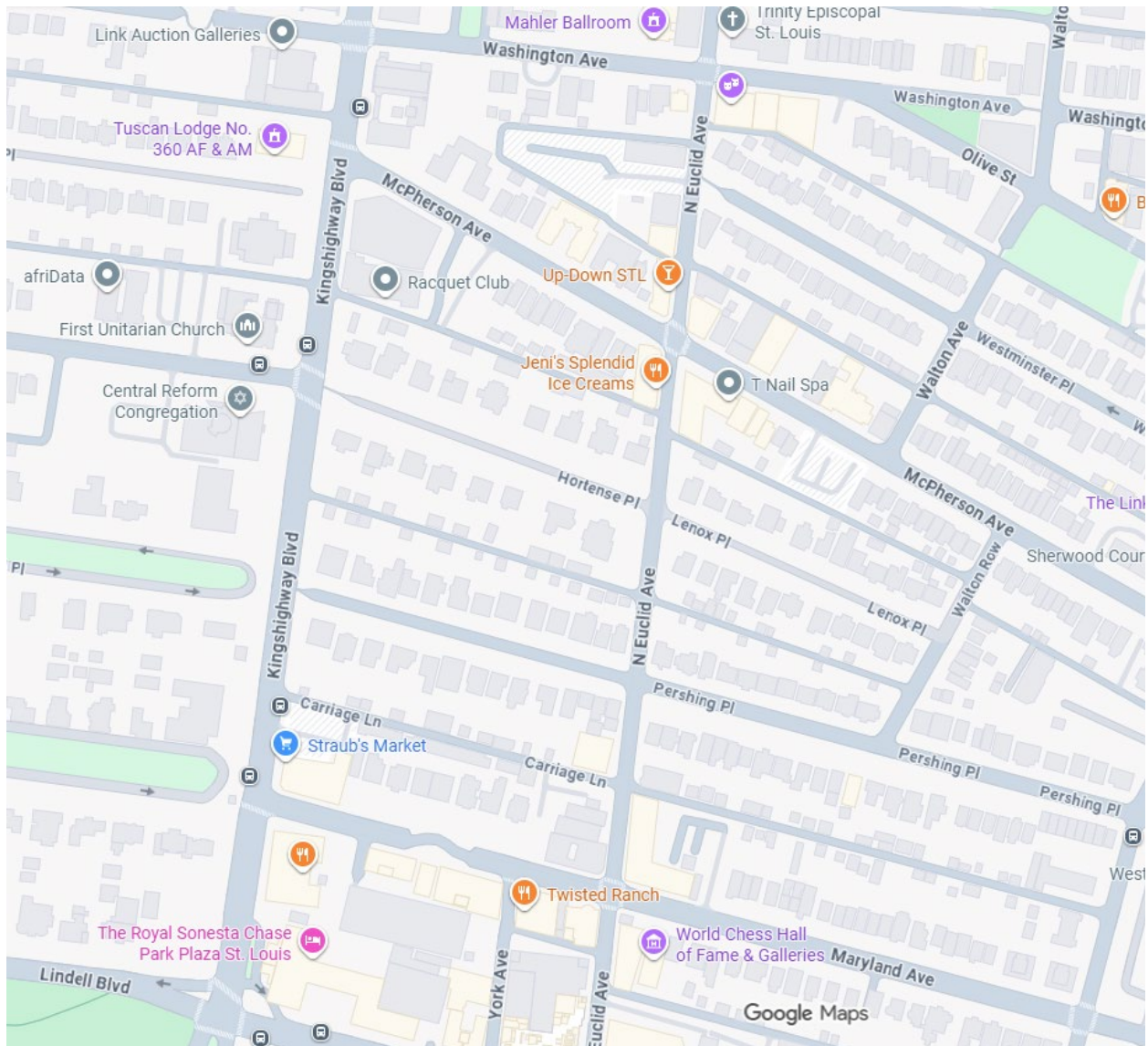
Board Bill Number 33
Map of the 4300 Block of West Pine

Exhibit A



Board Bill Number 33
Map of the 300-500 Block of North Euclid

Exhibit B



Summary**Board Bill Number 34****Introduced by Alderwoman Daniela Velázquez****June 5, 2026**

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 on various blocks in the sixth ward.

BOARD BILL NUMBER 34 INTRODUCED BY ALDERWOMAN DANIELA VELÁZQUEZ

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 on various blocks in the sixth ward.

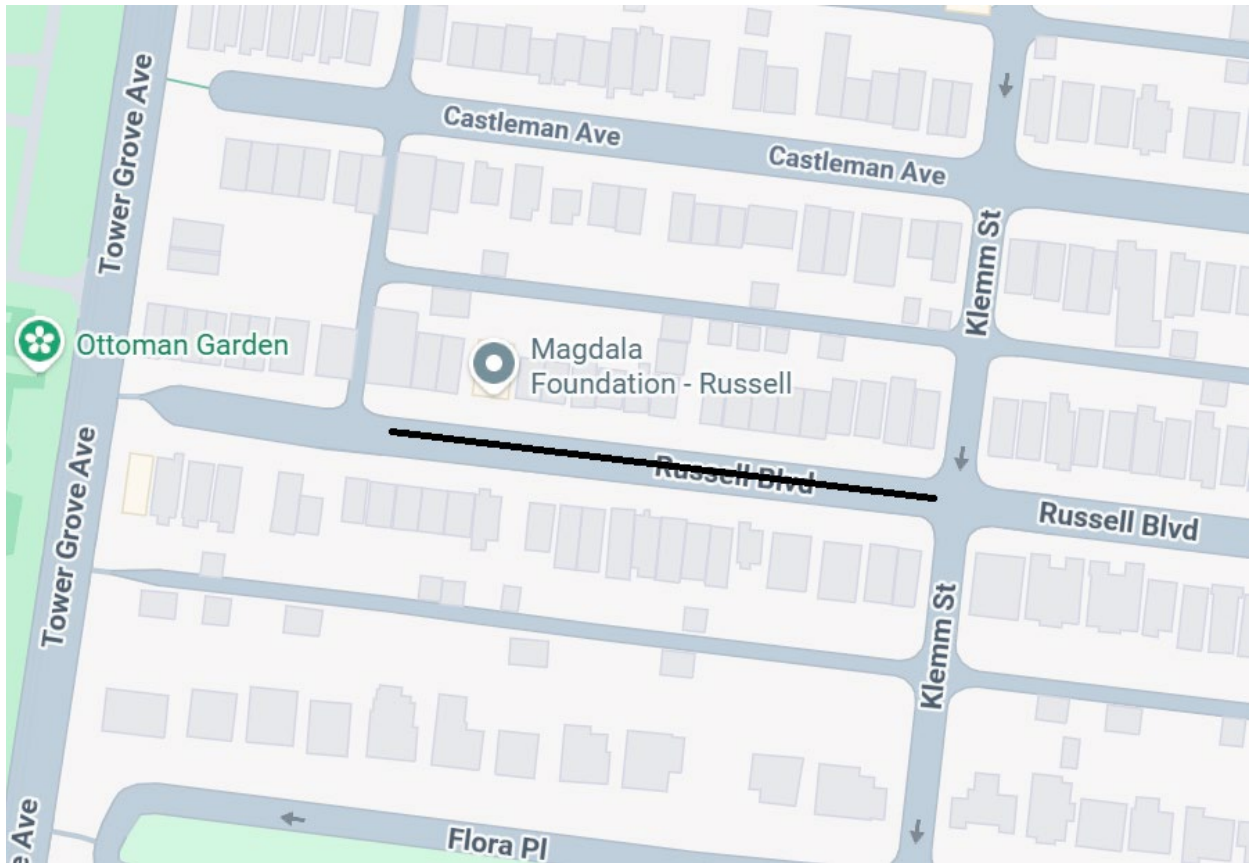
BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:

SECTION ONE. Pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394** the Director of Streets is hereby directed to install speed humps to calm the flow of traffic on various blocks in the sixth ward as follows:

1. Speed Humps shall be installed on the 4200 Block of Russell.
2. Speed Humps shall be installed on the 3900 Block of Wyoming.
3. Speed Humps shall be installed on the 4300-4500 Block of Miami.
4. Speed Humps shall be installed on the 4300 Block of Potomac.
5. Speed Humps shall be installed on the 3700 Block of North Utah Place.
6. Speed Humps shall be installed on the 3300-3500 Block of Bent Avenue.

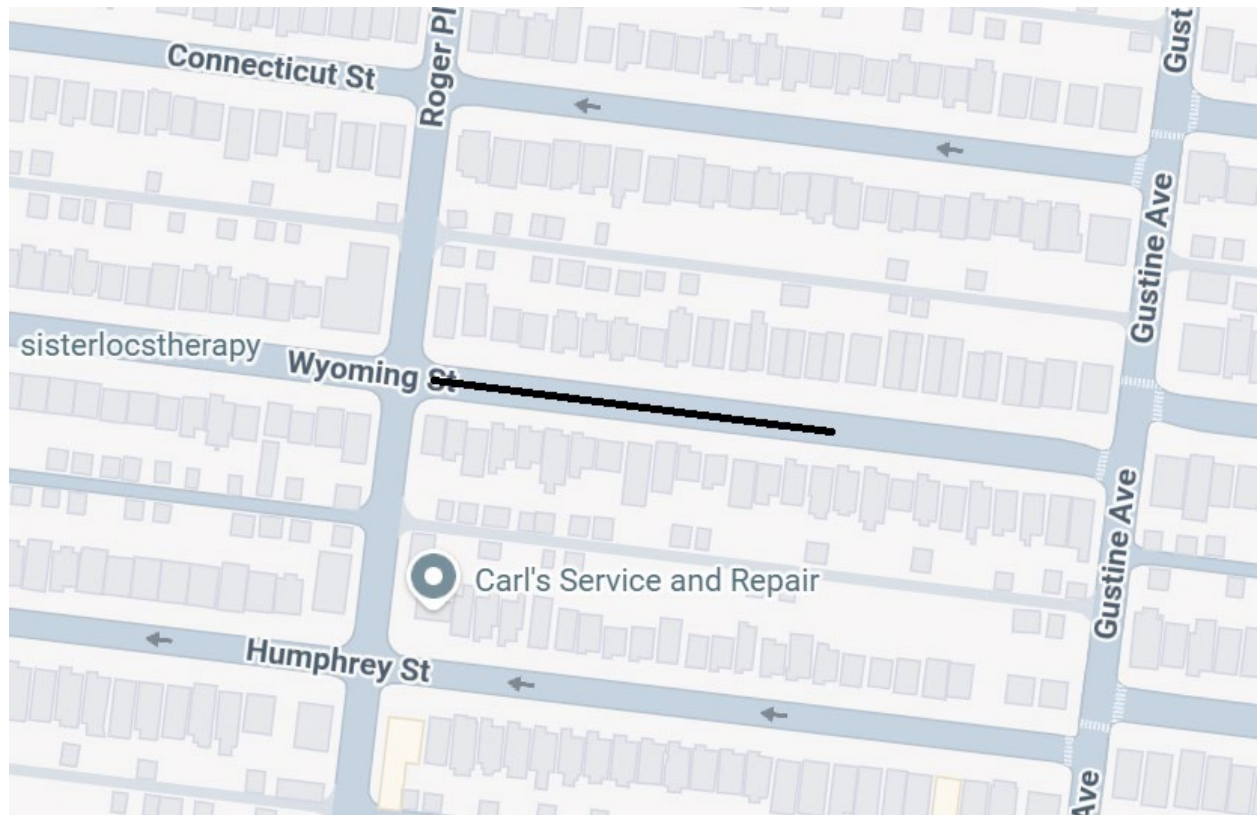
Board Bill Number 34
Exhibit 1

1 Map: 4200 Block of Russell Blvd. between Klemm St. and Tower Grove

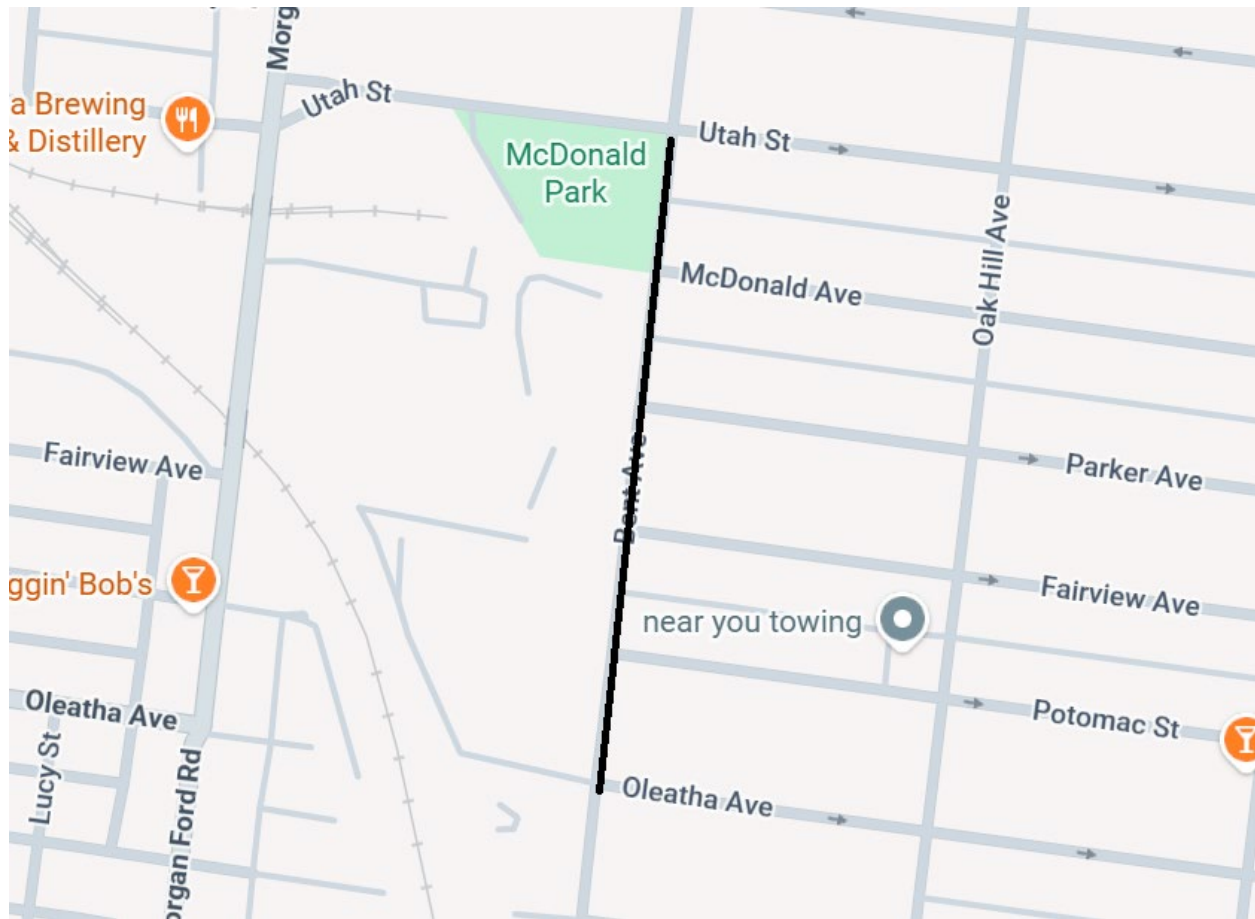


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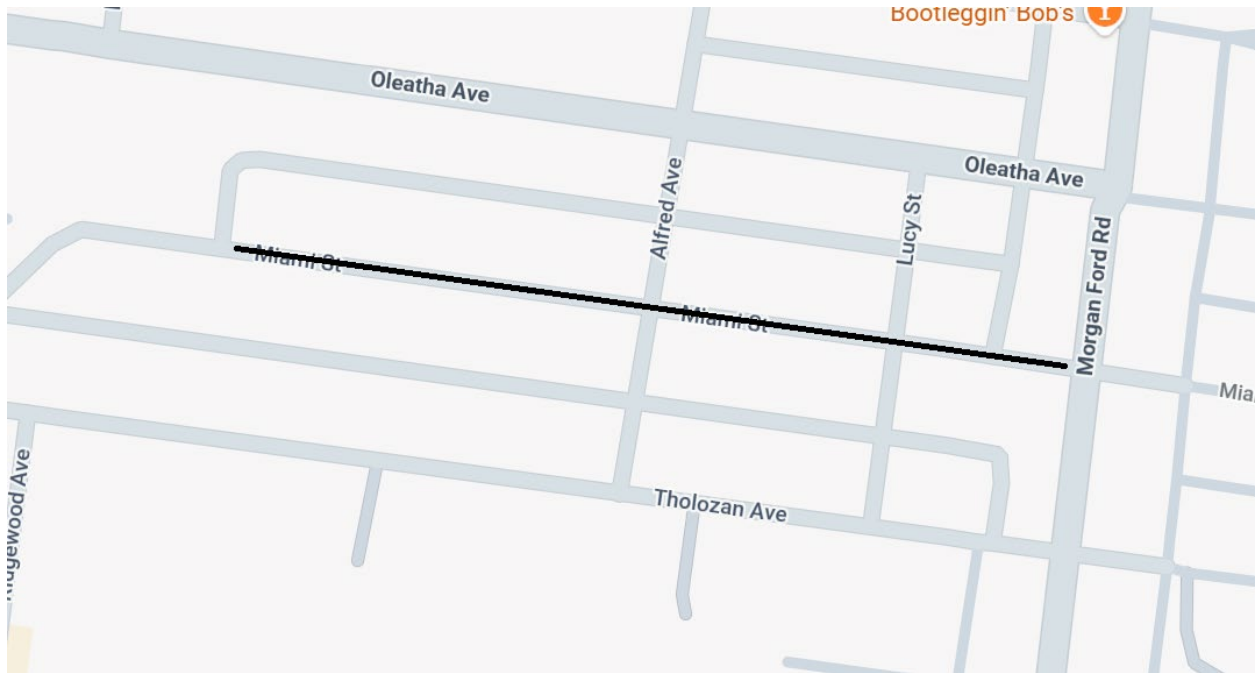
Board Bill Number 34
Exhibit 2
Map: 3900 Block of Wyoming



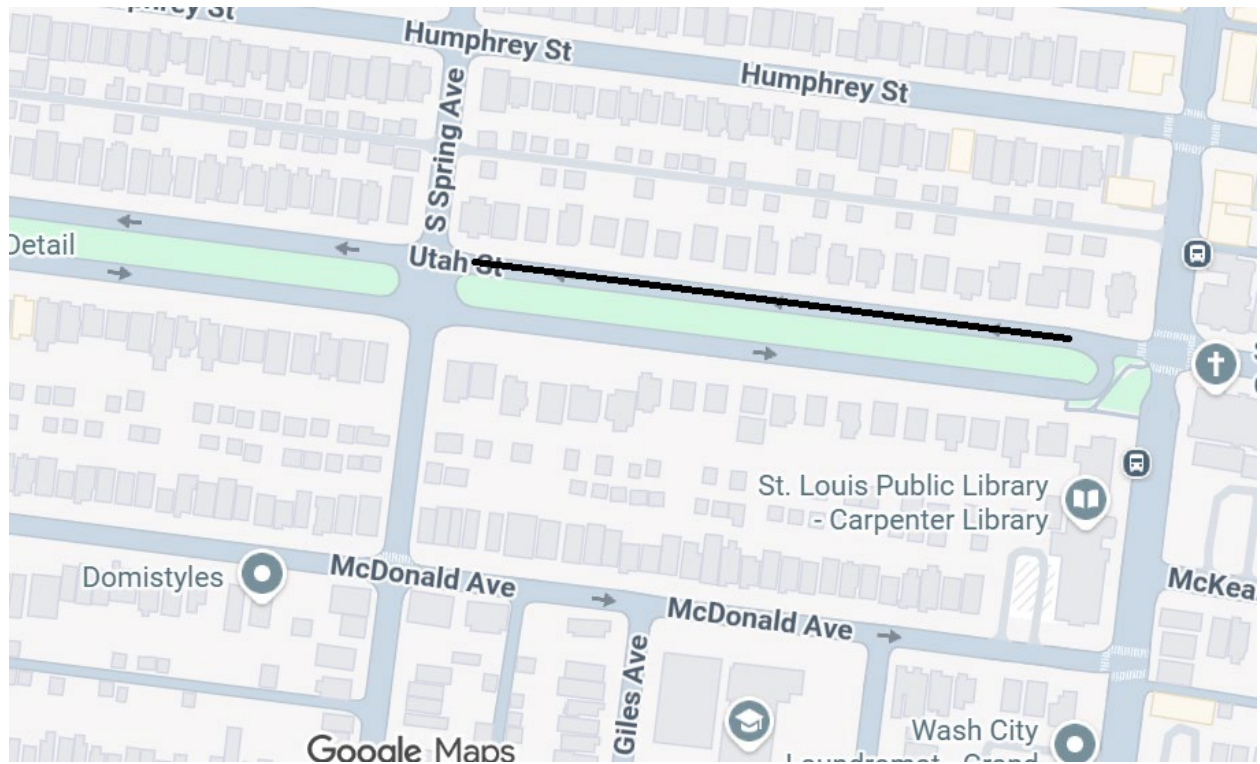
Board Bill Number 34
Exhibit 3
Map: 3300-3500 Block of Bent Avenue.



Board Bill Number 34
Exhibit 4
Map: 4300-4500 Block of Miami

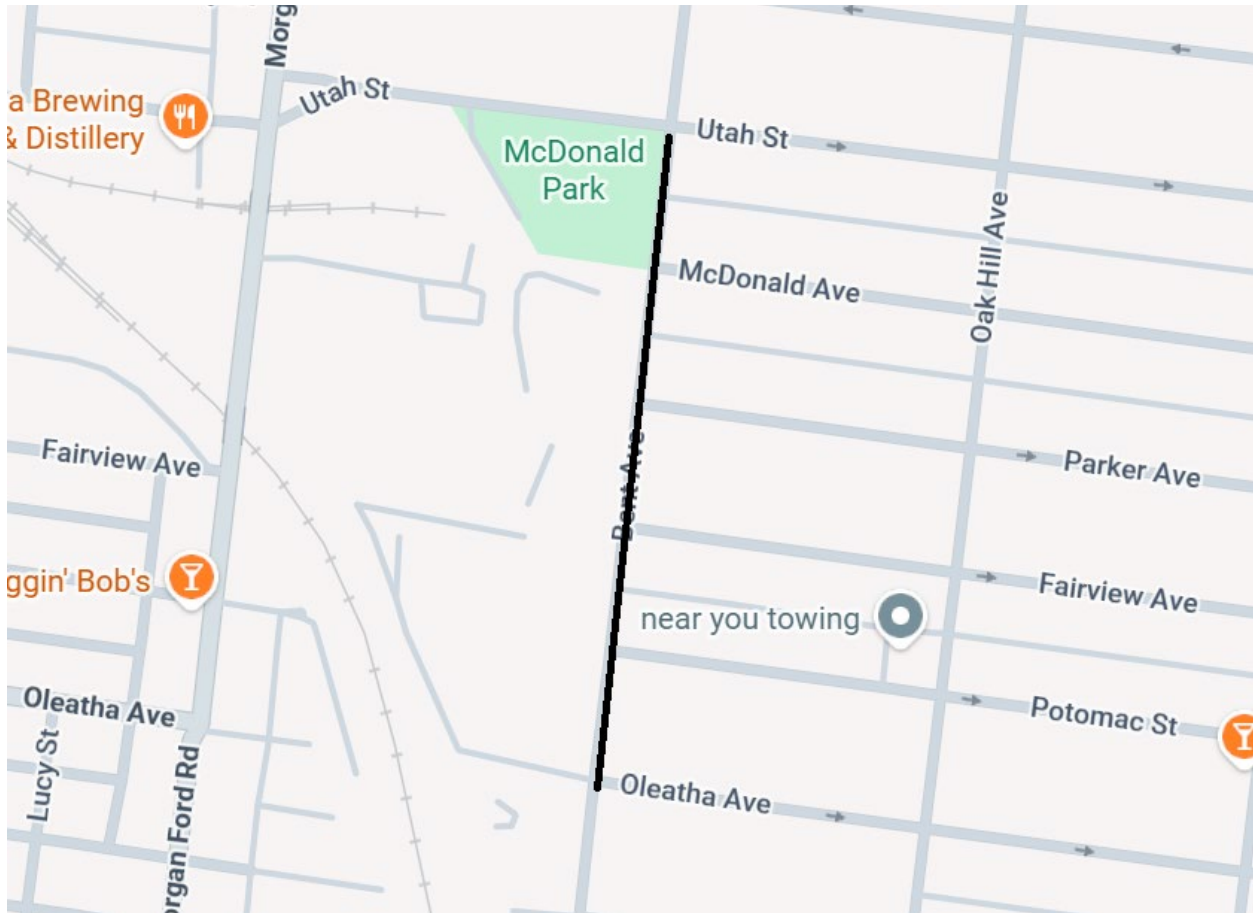


Board Bill Number 34
Exhibit 5
Map: 3700 Block of North Utah Place



Board Bill Number 34
Exhibit 6

Map: 3300-3500 Block of Bent Avenue.



Summary
Board Bill Number 35
Introduced by Alderwoman Laura Keys
June 5, 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 to calm the flow of traffic on the 4400 block of Dryden Avenue.

BOARD BILL NUMBER 35 INTRODUCED BY ALDERWOMAN LAURA KEYS

1 An ordinance directing the Director of Streets to install speed humps pursuant to **Ordinance**
2 **Number 70333** as amended by **Ordinance Number 71394** to calm the flow of traffic on the
3 on the 4400 block of Dryden Avenue.

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 the
7 flow of traffic at the following locations:

8 1. The 4400 block of Dryden Avenue.

Summary
Board Bill Number 29
Introduced by Shameem Clark Hubbard
May 29, 2026

An ordinance recommended by the Board of Estimate and Apportionment authorizing the City of St. Louis Office of the Mayor's Office of Recovery to accept Disaster Relief funding from the Missouri Department of Public Safety and the Missouri Housing Development Commission; 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 29 INTRODUCED BY ALDERWOMAN SHAMEEM CLARK HUBBARD
COSPONSOR: ALDERWOMAN ALISHA SONNIER

1 An ordinance recommended by the Board of Estimate and Apportionment authorizing the City of
2 St. Louis Office of the Mayor’s Office of Recovery to accept Disaster Relief funding from the
3 Missouri Department of Public Safety and the Missouri Housing Development Commission;
4 appropriating said funds; authorizing the expenditure of such funds, to the extent received;
5 authorizing contracts and other documents to expend such funds, to the extent received; and
6 containing an Emergency Clause.

7 **WHEREAS**, the City of St. Louis has been awarded Disaster Relief funding of up to
8 \$10,000,000 by the Missouri Department of Public Safety (“MDPS”) pursuant to a Funding
9 Agreement (the “MDPS Contract”); and

10 **WHEREAS**, the City of St. Louis has been awarded Disaster Relief funding of up to
11 \$1,000,000 by the Missouri Housing Development Commission (“MHDC”) pursuant to a
12 Funding Agreement (the “MHDC Contract”);

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

14 **SECTION ONE.**

15 A. The City of St. Louis, by and through Office of the Mayor’s Office of Recovery,
16 is hereby authorized to accept up to Ten Million Dollars (\$10,000,000) of Disaster Relief funding
17 from MDPS pursuant to the MDPS Contract for the purposes set forth therein.

18 B. The City of St. Louis, by and through the Office of the Mayor’s Office of
19 Recovery, is hereby authorized to accept up to One Million Dollars (\$1,000,000) of Disaster
20 Relief funding from MHDC pursuant to the MHDC Contract for the purposes set forth therein.

21 **SECTION TWO.**

1 A. There is hereby appropriated the sum of up to Ten Million Dollars (\$10,000,000)
2 of MDPS funding to the Office of the Mayor's Office of Recovery to the extent such funds are
3 received pursuant to the MDPS Contract. Each of the Mayor and the Chief Recover Officer, or
4 such person's authorized designee, is hereby authorized to make, negotiate, and execute any and
5 all contracts or other documents on behalf of the City to expend such funds on behalf of the City
6 in accordance with the purposes detailed in the MDPS Contract to the extent such funds are
7 received. The Comptroller is authorized and directed to issue warrants to the Treasurer for
8 payment of all expenditures authorized in this Section provided that such warrants do not exceed
9 the total amount of funds appropriated by this Section.

10 B. There is hereby appropriated the sum of up to One Million Dollars (\$1,000,000)
11 of MHDC funding to the Office of the Mayor's Office of Recovery to the extent such funds are
12 received pursuant to the MHDC Contract. Each of the Mayor and the Chief Recover Officer, or
13 such person's authorized designee, is hereby authorized to make, negotiate, and execute any and
14 all contracts or other documents on behalf of the City to expend such funds on behalf of the City
15 in accordance with the purposes detailed in the MHDC Contract to the extent such funds are
16 received. The Comptroller is authorized and directed to issue warrants to the Treasurer for
17 payment of all expenditures authorized in this Section provided that such warrants do not exceed
18 the total amount of funds appropriated by this Section.

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

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

COSPONSOR: ALDERMAN RASHEEN ALDRIDGE

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

Page 1 of 20

Board Bill Number 10

Alderwoman Clark Hubbard

May 1, 2026

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.

FISCAL NOTE
BOARD BILL NUMBER 10

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderwoman Shameem Clark-Hubbard

Bill Synopsis:	<i>An ordinance relating to the appointment of and salaries of certain employees in the Sheriff's Office pursuant to Section 57.530, RSMo, repealing Ordinance 71968, establishing revised pay grades and ranges, and authorizing compensation adjustments including across-the-board increases, step increases, and additional compensation mechanisms.</i>
Type of Impact:	<i>Indeterminate (Personnel Costs; Salary Adjustments and Compensation Structure Changes)</i>
Agencies Affected:	<i>Sheriff's Office</i>

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? X Yes 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

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 _____ X 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:

The bill establishes a revised compensation structure for Sheriff's Office personnel, including a mandatory three percent (3%) salary increase for eligible employees, step increases based on performance, and authorization for additional compensation elements such as shift differentials, hiring incentives, and other bonuses. The total fiscal impact cannot be determined from the Board Bill language as the number of affected employees, current salary levels, and utilization of discretionary compensation mechanisms are not specified.

- Does the bill create a program or administrative subdivision? _____ Yes _____ X 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:

The bill results in increased annual operating costs associated with salary adjustments and compensation enhancements within the Sheriff's Office. No equipment or maintenance costs are

identified in the Board Bill language. The number of affected employees and their current compensation levels are not provided; therefore, total fiscal impact cannot be determined from the Board Bill language. No specific funding source is identified in the Board Bill language.

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	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	\$0	\$0	\$0
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	\$0	\$0	\$0
Additional Revenue	\$0	\$0	\$0
Net	\$0	\$0	\$0

- Describe any assumptions used in preparing this fiscal note:

This analysis is based solely on the language contained within the Board Bill. The number of employees impacted, current salary levels, and the extent to which discretionary compensation provisions will be utilized are not specified. Therefore, the total fiscal impact cannot be quantified.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

Board Bill for Sheriff's Office Paybill

- Have the financial estimates of this bill been verified by the City Budget Division?

____ Yes X No

 - If yes, by whom? _____ .

Summary
Board Bill Number 15
Introduced by Alderman Rasheen Aldridge Jr.
May 1, 2026

An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri (“RSMo.”), by repealing Ordinance Number 71887; 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 after approval by the Mayor.

BOARD BILL NUMBER 15 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri (“RSMo.”), by repealing **Ordinance Number 71887**; 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 after approval by the Mayor.

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

SECTION ONE. Repealing Ordinance 71887.

Ordinance Number **71887** is hereby repealed, and in lieu thereof a new ordinance and chapter are hereby enacted, to read as follows.

SECTION TWO. List Of Classes.

Pursuant to §§ 115.045 and 115.049, RSMo., the Commissioners of the Election Board (the “Commissioners”) are hereby authorized to appoint and employ the following employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section 3 of this ordinance:

- A. Chairman of the Board of Election Commissioners - - - - - with a grade of 1C
- B. Coordinator-Absentee - - - - - with a grade of 12G
- C. Coordinator-Registration - - - - - with a grade of 12G
- D. Deputy-MCVR - - - - -with a grade of 19M
- E. Deputy-OPS - - - - -with a grade of 19M
- F. Director - - - - -with a grade of 19M

- 1 G. Manager-ADA ----- with a grade of 17M
- 2 H. Manager-Budget/HR/MCVR -----with a grade of 17M
- 3 I. Manager-IT -----with a grade of 17M
- 4 J. Manager-PSI -----with a grade of 17M
- 5 K. Manager-Recruit/Outreach -----with a grade of 17M
- 6 L. Member of the Board of Election Commissioners -----with a grade of 3C
- 7 M. Poll Worker Coordinator----- with a grade of 15G
- 8 N. Assistant-MCVR----- with a grade of 11G
- 9 O. Secretary of the Board of Election Commissioners ----- with a grade of 2C
- 10 P. Trainer Systems Coordinator----- with a grade of 17M
- 11 Q. Warehouse ----- with a grade of 12G

12 **SECTION THREE. Official Pay Schedule for Classification Grades.**

13 A. General and Management Pay Schedule: The following bi-weekly pay schedule for
14 all pay grades denoted with the suffix “G” or “M” shall become effective beginning
15 with the bi-weekly pay period following the effective date of this ordinance:

16	Grade	9	10	11	12	13	15	17	19
17	<u>Step</u>								
18	<u>1</u>	1200	1210	1222	1270	1400	1839	2421	3189
19	<u>2</u>	1218	1228	1240	1289	1421	1867	2457	3237
20	<u>3</u>	1236	1247	1259	1308	1442	1895	2494	3285
21	<u>4</u>	1255	1265	1278	1328	1464	1923	2532	3335
22	<u>5</u>	1274	1284	1297	1348	1486	1952	2570	3385

1	<u>6</u>	1293	1304	1316	1368	1508	1981	2608	3435
2	<u>7</u>	1312	1323	1336	1389	1531	2011	2647	3487
3	<u>8</u>	1332	1343	1356	1410	1554	2041	2687	3539
4	<u>9</u>	1352	1363	1377	1431	1577	2072	2727	3592
5	<u>10</u>	1372	1384	1397	1452	1601	2103	2768	3646
6	<u>11</u>	1393	1404	1418	1474	1625	2134	2810	3701
7	<u>12</u>	1414	1425	1439	1496	1649	2166	2852	3756
8	<u>13</u>	1435	1447	1461	1518	1674	2199	2895	3813
9	<u>14</u>	1456	1468	1483	1541	1699	2232	2938	3870
10	<u>15</u>	1478	1490	1505	1564	1724	2265	2982	3928
11	<u>16</u>	1500	1513	1528	1588	1750	2299	3027	3987
12	<u>17</u>	1523	1535	1551	1612	1777	2334	3072	4047
13	<u>18</u>	1546	1559	1574	1636	1803	2369	3118	4107
14	<u>19</u>	1569	1582	1598	1660	1830	2404	3165	4169
15	<u>20</u>	1592	1606	1622	1685	1858	2440	3213	4232
16	<u>21</u>	1616	1630	1646	1711	1886	2477	3261	4295
17	<u>22</u>	1640	1654	1671	1736	1914	2514	3310	4360
18	<u>23</u>	1665	1679	1696	1762	1943	2552	3359	4425
19	<u>24</u>	1690	1704	1721	1789	1972	2590	3410	4491
20	<u>25</u>	1715	1730	1747	1815	2001	2629	3461	4559
21	<u>26</u>	1741	1756	1773	1843	2031	2668	3513	4627
22	<u>27</u>	1767	1782	1800	1870	2062	2708	3565	4696

1 28 1794 1809 1827 1898 2093 2749 3619 4767
2 29 1821 1836 1854 1927 2124 2790 3673 4838
3 30 1848 1863 1882 1985 2156 2832 3728 4911

4 B. Commissioners' Pay Schedule: The following bi-weekly pay schedule for all pay
5 grades denoted with the suffix "C" shall become effective beginning with the bi-
6 weekly pay period following the effective date of this ordinance. The pay grades
7 denoted with the suffix "C" are required by § 115.035, RSMo.

- 8 1. Grade 1C shall have the bi-weekly pay of \$288.46
9 2. Grade 2C shall have the bi-weekly pay of \$288.46
10 3. Grade 3C shall have the bi-weekly pay of \$230.77

11 **SECTION FOUR. Salary Adjustment.**

12 A. All pay schedules established by Ordinance Number 71887 shall continue in effect
13 until the beginning of the bi-weekly pay period effective upon passage of this
14 ordinance.

15 B. Salary adjustment for all employees of the Election Board shall be based on
16 consideration of merit, equity, or success in fulfilling predetermined goals and
17 objectives as herein provided.

18 C. An appointing authority shall evaluate the performance of all employees whose salary
19 is established in Section Two of this ordinance for the purpose of salary adjustment.
20 On or about December 1 of each year following approval of this ordinance, the
21 Directors of the Election Board shall submit to the Commissioners evaluations of all
22 employees whose pay grades are denoted by suffixes "G" and "M". These

1 consideration of these evaluations by the Commissioners shall be the basis for salary
2 adjustments:

3 1. Annual Merit Increase: Any employee whose salary is established in Section

4 Two of this ordinance shall receive an annual service rating. This service
5 rating with the standards of performance established by the Election Board
6 shall determine eligibility for a one-step one and one-half percent (1.5%)
7 within-range (merit) increase.

8 2. Exceptional Performance of Duties: The Commissioners may grant a within-

9 range salary adjustment in any whole dollar increment up to a ten percent
10 (10%) increase of an employee's bi-weekly base. The Commissioners may
11 increase the salary of an employee who demonstrates exceptional performance
12 of duties after serving twenty-six (26) weeks of employment at the same rate
13 in the salary range by not more than ten percent (10%) or the closest step in
14 the pay range which provides for not more than a ten percent (10%) increase.
15 This increase may be in addition to any merit increase received.

16 3. All full-time employees whose salary is established in Section 3(A) – General

17 and Management Pay Schedule whose bi-weekly rate is within the range of
18 pay or above the maximum of the range of pay shall have their bi-weekly rate
19 increased by three percent (3%) or to the minimum of the bi-weekly pay range
20 for their job classification, whichever is greater, effective June 14, 2026.

21 4. All full-time employees employed on May 31, 2026, whose salary is

22 established in Section 3(A)– General and Management Pay Schedule, shall

1 receive a one-time, lump sum payment of one thousand dollars (\$1,000.00)
2 paid on June 5, 2026.

3 5. Substandard Performance of Duties: The Commissioners may reduce the
4 salary of an employee whose level of performance or assigned duties is
5 significantly diminished and no longer warrants payment at the employee's
6 range set forth in Section Two of this ordinance. The pay of any employee
7 may be decreased as a disciplinary action at the discretion of the
8 Commissioners. Any such decrease shall be made in accordance with
9 established Election Board disciplinary procedures. The decrease shall not be
10 greater than fifteen percent (15%) of the current salary range. The decrease
11 may be below the minimum pay range for the class. At the discretion of the
12 Commissioners, a salary decrease may be made for a specific number of bi-
13 weekly pay periods or for an undetermined time.

14 D. The granting of any salary increase or decrease shall be made at the beginning of a
15 payroll period.

16 E. This ordinance serves as notice required by § 115.049, RSMo., to the President of the
17 Board of Aldermen and members of the Board of Estimate and Apportionment that
18 upon approval and implementation of the yearly budget of the City of St. Louis, the
19 Election Board is authorized to increase compensation of Election Board employees
20 as provided by the budget.

1 **SECTION FIVE. Changes To The Classification Plan.**

2 Whenever the Election Board finds it necessary to add a new class or change the pay schedule or
3 grade of an existing class, the Election Board shall allocate the class to the appropriate grade and
4 schedule or make such amendment to the existing class and notify the Board of Aldermen of this
5 action.

6 **SECTION SIX. Overtime.**

7 Pay grades denoted with the suffix “M” or “C” are exempt from overtime compensation. Pay
8 grades denoted with the suffix “G” are non-exempt classes that receive overtime compensation at
9 the one and one-half times (1.5x) rate.

10 **SECTION SEVEN. Holidays.**

11 A. The Election Board shall grant holiday leave with pay, holiday pay, or compensatory
12 holiday time off in lieu of pay to employees working full-time who are paid a bi-
13 weekly rate on the following designated holidays as observed by the State of
14 Missouri:

- 15 1. New Year’s Day
- 16 2. Rev. Martin Luther King, Jr. Day
- 17 3. Lincoln’s Birthday
- 18 4. Presidents’ Day
- 19 5. Truman Day
- 20 6. Memorial Day
- 21 7. Juneteenth Day
- 22 8. Independence Day

1 9. Labor Day

2 10. Columbus Day

3 11. Veteran's Day

4 12. Thanksgiving Day

5 13. Day after Thanksgiving Day

6 14. Christmas Day

7 B. The Election Board shall not grant holiday leave with pay, holiday pay, or
8 compensatory holiday time off except as provided in this Section Seven. Employees
9 working full time and paid a bi-weekly rate whose pay is established in this
10 compensation ordinance shall receive leave with pay or compensatory time off in lieu
11 of pay as holiday compensation in an amount that is proportionate to the number of
12 hours the employee is regularly scheduled to work in a day.

13 C. 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
15 changed by State or Federal executive action, the Mayor shall determine the day of
16 observance by the City of St. Louis. When the date of observance is determined by
17 State law, the Election Board shall observe the date determined by the State. When
18 one of the above enumerated holidays occurs on Sunday, the following Monday shall
19 be observed as the holiday. When one of the above holidays occurs on Saturday, the
20 preceding Friday shall be observed as the holiday.

21 D. The Election Board shall determine the manner of granting holidays. When full-time
22 employees are required to work on a holiday they shall be entitled to compensation

1 for the holiday and the hours actually worked. Compensation for the holiday shall be
2 in an amount proportionate to the number of hours an employee is regularly
3 scheduled to work in a day.

4 **SECTION EIGHT. Severability Clause.**

5 The Sections of this Ordinance shall be severable. In the event that any Section of this
6 Ordinance is found by a court of competent jurisdiction to be illegal or unconstitutional, the
7 remaining Sections of this Ordinance are valid, unless the court finds the valid Sections of this
8 Ordinance are so essentially and inseparably connected with, and so dependent upon, the void
9 Section that it cannot be presumed that the Board of Aldermen would have enacted the valid
10 Sections without the void Sections; or unless the court finds the valid Sections, standing alone,
11 are incomplete and incapable of being executed in accordance with the legislative intent.

12 **SECTION NINE. Emergency Clause.**

13 This being an ordinance either making an appropriation for the payment of principal or interest
14 of the public debt, or for current expenses of the city government; any general appropriation
15 ordinance; or is an ordinance fixing a tax rate, it is hereby declared to be an emergency measure
16 within the meaning of Sections 19 and 20 of Article IV of the Charter, and, therefore, this
17 Ordinance shall be effective with the start of the first pay period after approval by the Mayor.

FISCAL NOTE

BOARD BILL NUMBER 15

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderman Rasheen Aldridge Jr.

Bill Synopsis:	<i>An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners, repealing Ordinance Number 71887 and establishing updated classification grades, pay schedules, salary adjustments, and compensation provisions, including merit increases and a one-time payment.</i>
Type of Impact:	<i>Indeterminate (Personnel Costs; Compensation Adjustments)</i>
Agencies Affected:	<i>Board of Election Commissioners</i>

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

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 _____ X 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:

The bill establishes updated compensation structures for employees of the Board of Election Commissioners, including revised pay schedules, merit-based increases, potential salary adjustments, and a one-time lump sum payment of \$1,000 for eligible employees.

These provisions will result in increased personnel-related expenditures.

- Does the bill create a program or administrative subdivision? _____ Yes _____ X 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:

The bill results in increased annual operating costs associated with employee compensation, including salary adjustments, merit increases, potential performance-based increases, and a one-time payment to eligible employees. No equipment or maintenance costs are identified in the Board Bill language.

The number of affected employees and their current compensation levels are not specified in the Board Bill language; therefore, total fiscal impact cannot be determined.

No specific funding source is identified in the Board Bill language.

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	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Additional Revenue	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Net	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>

- Describe any assumptions used in preparing this fiscal note:

This fiscal note was prepared based on review of the language contained within the Board Bill. The ordinance establishes updated compensation structures, including salary ranges, merit increases, and a one-time payment, but does not include employee counts, current salary baselines, or total projected costs. As a result, fiscal impact cannot be quantified and is assumed to be driven by personnel-related expenditures.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

Board Bill 15, including provisions related to employee classifications, pay schedules, salary adjustments, merit increases, and one-time compensation payments for employees of the Board of Election Commissioners.

- Have the financial estimates of this bill been verified by the City Budget Division?

____ Yes X No

- If yes, by whom? _____ .

ORDINANCE NUMBER 71887

BOARD BILL NUMBER 48 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri (“RSMo.”), by repealing **Ordinance Number 71702**; 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 after approval by the Mayor.

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

SECTION ONE. Repealing Ordinance 71702.

Ordinance Number 71702 is hereby repealed, and in lieu thereof a new ordinance and chapter are hereby enacted, to read as follows.

SECTION TWO. List of Classes.

Pursuant to §§ 115.045 and 115.049, RSMo., the Commissioners of the Election Board (the “Commissioners”) are hereby authorized to appoint and employ the following employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section 3 of this ordinance:

- A. Chairman of the Board of Election Commissioners - - - - - with a grade of 1C
- B. Coordinator-Absentee - - - - - with a grade of 12G
- C. Coordinator-Registration - - - - - with a grade of 12G
- D. Deputy-MCVR - - - - -with a grade of 19M
- E. Deputy-OPS - - - - -with a grade of 19M
- F. Director - - - - -with a grade of 19M

- 1 G. Manager-ADA ----- with a grade of 17M
- 2 H. Manager-Budget/HR/MCVR -----with a grade of 17M
- 3 I. Manager-IT -----with a grade of 17M
- 4 J. Manager-PSI -----with a grade of 17M
- 5 K. Manager-Recruit/Outreach -----with a grade of 17M
- 6 L. Member of the Board of Election Commissioners -----with a grade of 3C
- 7 M. Assistant-MCVR----- with a grade of 11G
- 8 N. Secretary of the Board of Election Commissioners ----- with a grade of 2C
- 9 O. Tabulation/Voting Systems -----with a grade of 13G
- 10 P. Trainer/MCVR ----- with a grade of 12G
- 11 Q. Warehouse ----- with a grade of 12G

12 **SECTION THREE. Official Pay Schedule for Classification Grades.**

13 A. General and Management Pay Schedule: The following bi-weekly pay schedule for
14 all pay grades denoted with the suffix “G” or “M” shall become effective beginning
15 with the bi-weekly pay period following the effective date of this ordinance:

16	Grade	9	10	11	12	13	15	17	19
17	<u>Step</u>								
18	<u>1</u>	1200	1210	1222	1270	1400	1839	2421	3189
19	<u>2</u>	1218	1228	1240	1289	1421	1867	2457	3237
20	<u>3</u>	1236	1247	1259	1308	1442	1895	2494	3285
21	<u>4</u>	1255	1265	1278	1328	1464	1923	2532	3335
22	<u>5</u>	1274	1284	1297	1348	1486	1952	2570	3385
23	<u>6</u>	1293	1304	1316	1368	1508	1981	2608	3435

1	<u>7</u>	1312	1323	1336	1389	1531	2011	2647	3487
2	<u>8</u>	1332	1343	1356	1410	1554	2041	2687	3539
3	<u>9</u>	1352	1363	1377	1431	1577	2072	2727	3592
4	<u>10</u>	1372	1384	1397	1452	1601	2103	2768	3646
5	<u>11</u>	1393	1404	1418	1474	1625	2134	2810	3701
6	<u>12</u>	1414	1425	1439	1496	1649	2166	2852	3756
7	<u>13</u>	1435	1447	1461	1518	1674	2199	2895	3813
8	<u>14</u>	1456	1468	1483	1541	1699	2232	2938	3870
9	<u>15</u>	1478	1490	1505	1564	1724	2265	2982	3928
10	<u>16</u>	1500	1513	1528	1588	1750	2299	3027	3987
11	<u>17</u>	1523	1535	1551	1612	1777	2334	3072	4047
12	<u>18</u>	1546	1559	1574	1636	1803	2369	3118	4107
13	<u>19</u>	1569	1582	1598	1660	1830	2404	3165	4169
14	<u>20</u>	1592	1606	1622	1685	1858	2440	3213	4232
15	<u>21</u>	1616	1630	1646	1711	1886	2477	3261	4295
16	<u>22</u>	1640	1654	1671	1736	1914	2514	3310	4360
17	<u>23</u>	1665	1679	1696	1762	1943	2552	3359	4425
18	<u>24</u>	1690	1704	1721	1789	1972	2590	3410	4491
19	<u>25</u>	1715	1730	1747	1815	2001	2629	3461	4559
20	<u>26</u>	1741	1756	1773	1843	2031	2668	3513	4627
21	<u>27</u>	1767	1782	1800	1870	2062	2708	3565	4696
22	<u>28</u>	1794	1809	1827	1898	2093	2749	3619	4767
23	<u>29</u>	1821	1836	1854	1927	2124	2790	3673	4838

30 1848 1863 1882 1985 2156 2832 3728 4911

B. Commissioners' Pay Schedule: The following bi-weekly pay schedule for all pay grades denoted with the suffix "C" shall become effective beginning with the bi-weekly pay period following the effective date of this ordinance. The pay grades denoted with the suffix "C" are required by § 115.035, RSMo.

1. Grade 1C shall have the bi-weekly pay of \$288.46

2. Grade 2C shall have the bi-weekly pay of \$288.46

3. Grade 3C shall have the bi-weekly pay of \$230.77

SECTION FOUR. Salary Adjustment.

A. All pay schedules established by **Ordinance Number 71702** shall continue in effect until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

B. Salary adjustment for all employees of the Election Board shall be based on consideration of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided.

C. An appointing authority shall evaluate the performance of all employees whose salary is established in Section Two of this ordinance for the purpose of salary adjustment.

On or about December 1 of each year following approval of this ordinance, the Directors of the Election Board shall submit to the Commissioners evaluations of all employees whose pay grades are denoted by suffixes "G" and "M". These consideration of these evaluations by the Commissioners shall be the basis for salary adjustments:

- 1 1. Annual Merit Increase: Any employee whose salary is established in Section
2 Two of this ordinance shall receive an annual service rating. This service
3 rating with the standards of performance established by the Election Board
4 shall determine eligibility for a one-step one and one-half percent (1.5%)
5 within-range (merit) increase.
- 6 2. Exceptional Performance of Duties: The Commissioners may grant a within-
7 range salary adjustment in any whole dollar increment up to a ten percent
8 (10%) increase of an employee's bi-weekly base. The Commissioners may
9 increase the salary of an employee who demonstrates exceptional
10 performance of duties after serving twenty-six (26) weeks of employment at
11 the same rate in the salary range by not more than ten percent (10%) or the
12 closest step in the pay range which provides for not more than a ten
13 percent (10%) increase. This increase may be in addition to any merit increase
14 received.
- 15 3. Substandard Performance of Duties: The Commissioners may reduce the
16 salary of an employee whose level of performance or assigned duties is
17 significantly diminished and no longer warrants payment at the employee's
18 range set forth in Section Two of this ordinance. The pay of any employee
19 may be decreased as a disciplinary action at the discretion of the
20 Commissioners. Any such decrease shall be made in accordance with
21 established Election Board disciplinary procedures. The decrease shall not be
22 greater than fifteen percent (15%) of the current salary range. The decrease
23 may be below the minimum pay range for the class. At the discretion of the

Commissioners, a salary decrease may be made for a specific number of bi-weekly pay periods or for an undetermined time.

D. The granting of any salary increase or decrease shall be made at the beginning of a payroll period.

E. This ordinance serves as notice required by § 115.049, RSMo., to the President of the Board of Aldermen and members of the Board of Estimate and Apportionment that upon approval and implementation of the yearly budget of the City of St. Louis, the Election Board is authorized to increase compensation of Election Board employees as provided by the budget.

SECTION FIVE. Changes to the Classification Plan.

Whenever the Election Board finds it necessary to add a new class or change the pay schedule or grade of an existing class, the Election Board shall allocate the class to the appropriate grade and schedule or make such amendment to the existing class and notify the Board of Aldermen of this action.

SECTION SIX. Overtime.

Pay grades denoted with the suffix “M” are exempt from overtime compensation. Pay grades denoted with the suffix “G” are non-exempt classes that receive overtime compensation at the one and one-half times (1.5x) rate.

SECTION SEVEN. Holidays.

A. The Election Board 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 designated holidays as observed by the State of Missouri:

1. New Year's Day
2. Rev. Martin Luther King, Jr. Day
3. Lincoln's Birthday
4. Presidents' Day
5. Truman Day
6. Memorial Day
7. Juneteenth Day
8. Independence Day
9. Labor Day
10. Columbus Day
11. Veteran's Day
12. Thanksgiving Day
13. Day after Thanksgiving Day
14. Christmas Day

B. The Election Board shall not grant holiday leave with pay, holiday pay, or compensatory holiday time off except as provided in this Section Seven. Employees working full time and paid a bi-weekly rate whose pay is established in this compensation ordinance shall receive leave with 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.

1 C. When the day of observance of a holiday is changed by State or Federal law, it will be
2 so observed by the City of St. Louis. When the day of observance of a holiday is
3 changed by State or Federal executive action, the Mayor shall determine the day of
4 observance by the City of St. Louis. When the date of observance is determined by
5 State law, the Election Board shall observe the date determined by the State. When
6 one of the above enumerated holidays occurs on Sunday, the following Monday shall
7 be observed as the holiday. When one of the above holidays occurs on Saturday, the
8 preceding Friday shall be observed as the holiday.

9 D. The Election Board shall determine the manner of granting holidays. When full-time
10 employees are required to work on a holiday they shall be entitled to compensation
11 for the holiday and the hours actually worked. Compensation for the holiday shall be
12 in an amount proportionate to the number of hours an employee is regularly
13 scheduled to work in a day.

14 **SECTION EIGHT. Severability Clause.**

15 The Sections of this Ordinance shall be severable. In the event that any Section of this
16 Ordinance is found by a court of competent jurisdiction to be illegal or unconstitutional, the
17 remaining Sections of this Ordinance are valid, unless the court finds the valid Sections of this
18 Ordinance are so essentially and inseparably connected with, and so dependent upon, the void
19 Section that it cannot be presumed that the Board of Aldermen would have enacted the valid
20 Sections without the void Sections; or unless the court finds the valid Sections, standing alone,
21 are incomplete and incapable of being executed in accordance with the legislative intent.

1 **SECTION NINE. Emergency Clause.**

2 This being an ordinance either making an appropriation for the payment of principal or interest
3 of the public debt, or for current expenses of the city government; any general appropriation
4 ordinance; or is an ordinance fixing a tax rate, it is hereby declared to be an emergency measure
5 within the meaning of Sections 19 and 20 of Article IV of the Charter, and, therefore, this
6 Ordinance shall become effective immediately upon its passage and approval of the Mayor of the
7 City.

ORDINANCE 71702
BOARD BILL NUMBER 64 AS AMENDED INTRODUCED BY ALDERWOMAN ANNE SCHWEITZER

An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri (“RSMo.”), by repealing **Ordinance Number 71513**; 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 after approval by the Mayor.

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

SECTION ONE. **Ordinance Number 71513** is hereby repealed, and in lieu thereof a new ordinance and chapter is hereby enacted, to read as follows.

SECTION TWO. Alphabetical List of Classes. Pursuant to §§ 115.045 and 115.049, RSMo., the Commissioners of the Election Board (the “Commissioners”) are hereby authorized to appoint and employ the following employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section 2 of this ordinance.

<u>TITLE</u>	<u>GRADE/SCHEDULE</u>
Absentee Supervisor	11 G
Assistant Deputy Director of Elections	15 M
Chairman of the Board of Election Commissioners	1 C
Deputy Director of Elections	17 M
Director of Elections	19 M
Judge Supervisor	12 G
Manager of Budget and Payroll	13 G
Manager of IT	13 G
Member of the Board of Election Commissioners	3 C
Operations Supervisor	12 G

Receptionist	9 G
Registration Assistant	10 G
Registration Coordinator	11 G
Registration Supervisor	12 G
Secretary of the Board of Election Commissioners	2 C
Tabulation Supervisor	13 G

SECTION THREE. Official Pay Schedule for Classification Grades.

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 beginning with the bi-weekly pay period following the effective date of this ordinance.

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>								
GRADE	9	10	11	12	13	15	17	19
STEP								
1	1200	1210	1222	1270	1400	1839	2421	3189
2	1218	1228	1240	1289	1421	1867	2457	3237
3	1236	1247	1259	1308	1442	1895	2494	3285
4	1255	1265	1278	1328	1464	1923	2532	3335
5	1274	1284	1297	1348	1486	1952	2570	3385
6	1293	1304	1316	1368	1508	1981	2608	3435
7	1312	1323	1336	1389	1531	2011	2647	3487
8	1332	1343	1356	1410	1554	2041	2687	3539
9	1352	1363	1377	1431	1577	2072	2727	3592
10	1372	1384	1397	1452	1601	2103	2768	3646
11	1393	1404	1418	1474	1625	2134	2810	3701
12	1414	1425	1439	1496	1649	2166	2852	3756
13	1435	1447	1461	1518	1674	2199	2895	3813
14	1456	1468	1483	1541	1699	2232	2938	3870
15	1478	1490	1505	1564	1724	2265	2982	3928
16	1500	1513	1528	1588	1750	2299	3027	3987
17	1523	1535	1551	1612	1777	2334	3072	4047
18	1546	1559	1574	1636	1803	2369	3118	4107
19	1569	1582	1598	1660	1830	2404	3165	4169
20	1592	1606	1622	1685	1858	2440	3213	4232
21	1616	1630	1646	1711	1886	2477	3261	4295
22	1640	1654	1671	1736	1914	2514	3310	4360
23	1665	1679	1696	1762	1943	2552	3359	4425

24	1690	1704	1721	1789	1972	2590	3410	4491
25	1715	1730	1747	1815	2001	2629	3461	4559
26	1741	1756	1773	1843	2031	2668	3513	4627
27	1767	1782	1800	1870	2062	2708	3565	4696
28	1794	1809	1827	1898	2093	2749	3619	4767
29	1821	1836	1854	1927	2124	2790	3673	4838
30	1848	1863	1882	1985	2156	2832	3728	4911

B. Commissioners' Pay Schedule: The following bi-weekly pay schedule for all pay grades denoted with the suffix "C" shall become effective beginning with the bi-weekly pay period following the effective date of this ordinance. The pay grades denoted with the suffix "C" are required by § 115.035, RSMo.

<u>GRADE</u>	<u>BI-WEEKLY RATE</u>
1C	\$288.46
2C	\$288.46
3C	\$230.77

SECTION FOUR. Salary Adjustment.

A. All pay schedules established by Ordinance Number 71479 shall continue in effect until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

B. Salary adjustment for all employees of the Election Board shall be based on consideration of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided.

B. An appointing authority shall evaluate the performance of all employees whose salary is established in Section Two A of this ordinance for the purpose of salary adjustment. On or about December 1 of each year following approval of this ordinance, the Directors of the Election Board shall submit to the Commissioners evaluations of all employees whose pay grades are denoted by

1 suffixes “G” and “M”. Consideration of these evaluations by the Commissioners shall be the basis
2 for salary adjustments.

3 1. Annual Merit Increase: Any employee whose salary is established in Section Two A of
4 this ordinance shall receive an annual service rating. This service rating with the standards
5 of performance established by the Election Board shall determine eligibility for a one-step
6 one and one-half percent (1.5%) within-range (merit) increase.

7 2. Exceptional Performance of Duties: The Commissioners may grant a within-range
8 salary adjustment in any whole dollar increment up to a ten percent (10%) increase of an
9 employee’s bi-weekly base. The Commissioners may increase the salary of an employee
10 who demonstrates exceptional performance of duties after serving twenty-six (26) weeks
11 of employment at the same rate in the salary range by not more than ten percent (10%) or
12 the closest step in the pay range which provides for not more than a ten percent (10%)
13 increase. This increase may be in addition to any merit increase received.

14 **3. Effective upon approval of the Mayor all full-time employees will receive a 3%**
15 **across the board increase in pay.**

16 4. Substandard Performance of Duties: The Commissioners may reduce the salary of an
17 employee whose level of performance or assigned duties is significantly diminished and
18 no longer warrants payment at the employee’s range set forth in Section Two A of this
19 ordinance. The pay of any employee may be decreased as a disciplinary action at the
20 discretion of the Commissioners. Any such decrease shall be made in accordance with
21 established Election Board disciplinary procedures. The decrease shall not be greater than
22 fifteen percent (15%) of the current salary range. The decrease may be below the minimum

1 pay range for the class. At the discretion of the Commissioners, a salary decrease may be
2 made for a specific number of bi-weekly pay periods or for an undetermined time.

3 C. The granting of any salary increase or decrease shall be made at the beginning of a payroll
4 period.

5 D. This ordinance serves as notice required by § 115.049, RSMo., to the President of the Board
6 of Aldermen and members of the Board of Estimate and Apportionment that upon approval and
7 implementation of the yearly budget of the City of St. Louis, the Election Board is authorized to
8 increase compensation of Election Board employees as provided by the budget.

9 **SECTION FIVE.** Changes to the Classification Plan. Whenever the Election Board finds it
10 necessary to add a new class or change the pay schedule or grade of an existing class, the Election
11 Board shall allocate the class to the appropriate grade and schedule or make such amendment to
12 the existing class and notify the Board of Aldermen of this action.

13 **SECTION SIX.** Overtime. Pay grades denoted with the suffix “M” are exempt from overtime
14 compensation. Pay grades denoted with the suffix “G” are non-exempt classes that receive
15 overtime compensation at the one and one-half times (1.5x) rate.

16 **SECTION SEVEN.** Holidays.

17 A. The Election Board shall grant holiday leave with pay, holiday pay, or compensatory holiday
18 time off in lieu of pay to employees working full-time who are paid a bi-weekly rate on the
19 following designated holidays as observed by the State of Missouri:

20 HOLIDAY
21 New Year’s Day
22 Rev. Martin Luther King, Jr. Day
23 Lincoln’s Birthday
24 Presidents’ Day

1 Truman Day
2 Memorial Day
3 Juneteenth Day
4 Independence Day
5 Labor Day
6 Columbus Day
7 Veterans Day
8 Thanksgiving Day
9 Day after Thanksgiving Day
10 Christmas Day

11 B. The Election Board shall not grant holiday leave with pay, holiday pay, or compensatory
12 holiday time off except as provided in this Section Six. Employees working full-time and paid a
13 bi-weekly rate whose pay is established in this compensation ordinance shall receive leave with
14 pay or compensatory time off in lieu of pay as holiday compensation in an amount that is
15 proportionate to the number of hours the employee is regularly scheduled to work in a day.

16 C. When the day of observance of a holiday is changed by State or Federal law, it will be so
17 observed by the City of St. Louis. When the day of observance of a holiday is changed by State or
18 Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis.
19 When the date of observance is determined by State law, the Election Board shall observe the date
20 determined by the State. When one of the above enumerated holidays occurs on Sunday, the
21 following Monday shall be observed as the holiday. When one of the above holidays occurs on
22 Saturday, the preceding Friday shall be observed as the holiday.

23 D. The Election Board shall determine the manner of granting holidays. When full time
24 employees are required to work on a holiday they shall be entitled to compensation for the holiday
25 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
26 to the number of hours an employee is regularly scheduled to work in a day.

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

8 **SECTION NINE.** Emergency Clause. The passage of this ordinance being deemed necessary
9 for the immediate preservation of the public peace, health and safety, it is hereby declared to be an
10 emergency ordinance pursuant to Article IV, Sections 19 and 20 of the City Charter.

ORDINANCE 71513

BOARD BILL NUMBER 49 AS AMENDED INTRODUCED BY ALDERMAN BRANDON BOSLEY

An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri (“RSMo.”), by repealing **Ordinance Number 71479**; 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 June 19, 2022.

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

SECTION ONE.

Ordinance Number 71479 is hereby repealed and a new ordinance and chapter is hereby enacted, to read as follows.

SECTION TWO. Alphabetical List of Classes. Pursuant to §§ 115.045 and 115.049, RSMo., the Commissioners of the Election Board (the “Commissioners”) are hereby authorized to appoint and employ the following employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section 2 of this ordinance.

<u>TITLE</u>	<u>GRADE/SCHEDULE</u>
Absentee Supervisor	11 G
Assistant Deputy Director of Elections	15 M
Chairman of the Board of Election Commissioners	1 C
Deputy Director of Elections	17 M
Director of Elections	19 M
Judge Supervisor	12 G
Manager of Budget and Payroll	13 G
Manager of IT	13 G
Member of the Board of Election Commissioners	3 C

1	Operations Supervisor	12 G
2	Receptionist	9 G
3	Registration Assistant	10 G
4	Registration Coordinator	11 G
5	Registration Supervisor	12 G
6	Secretary of the Board of Election Commissioners	2 C
7	Tabulation Supervisor	13 G

8 **SECTION THREE. Official Pay Schedule for Classification Grades.**

9 A. General and Management Pay Schedule: The following bi-weekly pay schedule for all pay
10 grades denoted with the suffix “G” or “M” shall become effective beginning with the bi-weekly
11 pay period following the effective date of this ordinance.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS								
GRADE	9	10	11	12	13	15	17	19
STEP								
1	1200	1210	1222	1270	1400	1839	2421	3189
2	1218	1228	1240	1289	1421	1867	2457	3237
3	1236	1247	1259	1308	1442	1895	2494	3285
4	1255	1265	1278	1328	1464	1923	2532	3335
5	1274	1284	1297	1348	1486	1952	2570	3385
6	1293	1304	1316	1368	1508	1981	2608	3435
7	1312	1323	1336	1389	1531	2011	2647	3487
8	1332	1343	1356	1410	1554	2041	2687	3539
9	1352	1363	1377	1431	1577	2072	2727	3592
10	1372	1384	1397	1452	1601	2103	2768	3646
11	1393	1404	1418	1474	1625	2134	2810	3701
12	1414	1425	1439	1496	1649	2166	2852	3756
13	1435	1447	1461	1518	1674	2199	2895	3813
14	1456	1468	1483	1541	1699	2232	2938	3870
15	1478	1490	1505	1564	1724	2265	2982	3928
16	1500	1513	1528	1588	1750	2299	3027	3987
17	1523	1535	1551	1612	1777	2334	3072	4047
18	1546	1559	1574	1636	1803	2369	3118	4107
19	1569	1582	1598	1660	1830	2404	3165	4169
20	1592	1606	1622	1685	1858	2440	3213	4232
21	1616	1630	1646	1711	1886	2477	3261	4295

22	1640	1654	1671	1736	1914	2514	3310	4360
23	1665	1679	1696	1762	1943	2552	3359	4425
24	1690	1704	1721	1789	1972	2590	3410	4491
25	1715	1730	1747	1815	2001	2629	3461	4559
26	1741	1756	1773	1843	2031	2668	3513	4627
27	1767	1782	1800	1870	2062	2708	3565	4696
28	1794	1809	1827	1898	2093	2749	3619	4767
29	1821	1836	1854	1927	2124	2790	3673	4838
30	1848	1863	1882	1985	2156	2832	3728	4911

B. Commissioners' Pay Schedule: The following bi-weekly pay schedule for all pay grades denoted with the suffix "C" shall become effective beginning with the bi-weekly pay period following the effective date of this ordinance. The pay grades denoted with the suffix "C" are required by § 115.035, RSMo.

GRADE	BI-WEEKLY RATE
1C	\$288.46
2C	\$288.46
3C	\$230.77

SECTION FOUR. Salary Adjustment.

A. Salary adjustment for all employees of the Election Board shall be based on consideration of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided.

B. An appointing authority shall evaluate the performance of all employees whose salary is established in Section Two A of this ordinance for the purpose of salary adjustment. On or about December 1 of each year following approval of this ordinance, the Directors of the Election Board shall submit to the Commissioners evaluations of all employees whose pay grades are denoted by suffixes "G" and "M". Consideration of these evaluations by the Commissioners shall be the basis for salary adjustments.

1 1. Annual Merit Increase: Any employee whose salary is established in Section Two A of this
2 ordinance shall receive an annual service rating. This service rating with the standards of
3 performance established by the Election Board shall determine eligibility for a one-step one
4 and one-half percent (1.5 percent) within-range (merit) increase.

5 2. Exceptional Performance of Duties: The Commissioners may grant a within-range salary
6 adjustment in any whole dollar increment up to a ten percent (10 percent) increase of an
7 employee's bi-weekly base. The Commissioners may increase the salary of an employee who
8 demonstrates exceptional performance of duties after serving twenty-six (26) weeks of
9 employment at the same rate in the salary range by not more than ten percent (10 percent) or
10 the closest step in the pay range which provides for not more than a ten percent (10 percent)
11 increase. This increase may be in addition to any merit increase received.

12 **3. Effective June 19, 2022, all full-time employees will receive a three percent (3%)**
13 **across the board increase in pay, additionally all full-time employees will receive a one-**
14 **time \$2,000.00 lump sum effective July 3, 2022. All full-time employees who meet the**
15 **eligibility requirements for Family Medical Leave approval will be entitled to 6 weeks of**
16 **paid Family Medical Leave. Upon passage of this Ordinance an emergency clause will be**
17 **in effect.**

18 4. Substandard Performance of Duties: The Commissioners may reduce the salary of an
19 employee whose level of performance or assigned duties is significantly diminished and no
20 longer warrants payment at the employee's range set forth in Section Two A of this ordinance.
21 The pay of any employee may be decreased as a disciplinary action at the discretion of the
22 Commissioners. Any such decrease shall be made in accordance with established Election

Board disciplinary procedures. The decrease shall not be greater than fifteen percent (15 percent) of the current salary range. The decrease may be below the minimum pay range for the class. At the discretion of the Commissioners, a salary decrease may be made for a specific number of bi-weekly pay periods or for an undetermined time.

C. The granting of any salary increase or decrease shall be made at the beginning of a payroll period.

D. This ordinance serves as notice required by § 115.049, RSMo., to the President of the Board of Aldermen and members of the Board of Estimate and Apportionment that upon approval and implementation of the yearly budget of the City of St. Louis, the Election Board is authorized to increase compensation of Election Board employees as provided by the budget.

SECTION FIVE. Changes to the Classification Plan. Whenever the Election Board finds it necessary to add a new class or change the pay schedule or grade of an existing class, the Election Board shall allocate the class to the appropriate grade and schedule or make such amendment to the existing class and notify the Board of Aldermen of this action.

SECTION SIX. Overtime. Pay grades denoted with the suffix “M” are exempt from overtime compensation. Pay grades denoted with the suffix “G” are non-exempt classes that receive overtime compensation at the one and one-half times (1.5x) rate.

SECTION SEVEN. Holidays.

A. The Election Board 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 designated holidays as observed by the State of Missouri:

HOLIDAY

1 New Year's Day
2 Rev. Martin Luther King, Jr. Day
3 Lincoln's Birthday
4 Presidents' Day
5 Truman Day
6 Memorial Day
7 Juneteenth Day
8 Independence Day
9 Labor Day
10 Columbus Day
11 Veterans Day
12 Thanksgiving Day
13 Day after Thanksgiving Day
14 Christmas Day

15 B. The Election Board shall not grant holiday leave with pay, holiday pay, or compensatory
16 holiday time off except as provided in this Section Six. Employees working full-time and paid a
17 bi-weekly rate whose pay is established in this compensation ordinance shall receive leave with
18 pay or compensatory time off in lieu of pay as holiday compensation in an amount that is
19 proportionate to the number of hours the employee is regularly scheduled to work in a day.

20 C. When the day of observance of a holiday is changed by State or Federal law, it will be so
21 observed by the City of St. Louis. When the day of observance of a holiday is changed by State or
22 Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis.
23 When the date of observance is determined by State law, the Election Board shall observe the date
24 determined by the State. When one of the above enumerated holidays occurs on Sunday, the
25 following Monday shall be observed as the holiday. When one of the above holidays occurs on
26 Saturday, the preceding Friday shall be observed as the holiday.

27 D. The Election Board shall determine the manner of granting holidays. When full time
28 employees are required to work on a holiday they shall be entitled to compensation for the holiday

1 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
2 to the number of hours an employee is regularly scheduled to work in a day.

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

10 **SECTION NINE. Emergency Clause.** The passage of this ordinance being deemed necessary
11 for the immediate preservation of the public peace, health and safety, it is hereby declared to be an
12 emergency ordinance pursuant to Article IV, Sections 19 and 20 of the City Charter.

ORDINANCE 71479

**BOARD BILL NUMBER 183 COMMITTEE SUBSTITUTE INTRODUCED BY:
ALDERMAN BRANDON BOSLEY/ ALDERMAN BILL STEPHENS**

An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the “Election Board”) pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri (“RSMo.”); 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. Alphabetical List of Classes. Pursuant to §§ 115.045 and 115.049, RSMo., the Commissioners of the Election Board (the “Commissioners”) are hereby authorized to appoint and employ the following employees with bi-weekly rates, in accordance with the following classification plan, to a grade with rates established in Section 2 of this ordinance.

<u>TITLE</u>	<u>GRADE/SCHEDULE</u>
Absentee Supervisor	11 G
Assistant Deputy Director of Elections	15 M
Chairman of the Board of Election Commissioners	1 C
Deputy Director of Elections	17 M
Director of Elections	19 M
Judge Supervisor	12 G
Manager of Budget and Payroll	13 G
Manager of IT	13 G
Member of the Board of Election Commissioners	3 C
Operations Supervisor	12 G
Receptionist	9 G
Registration Assistant	10 G
Registration Coordinator	11 G
Registration Supervisor	12 G
Secretary of the Board of Election Commissioners	2 C
Tabulation Supervisor	13 G

ORDINANCE 71479

SECTION TWO. Official Pay Schedule for Classification Grades.

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 beginning with the bi-weekly pay period following the effective date of this ordinance.

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>								
GRADE	9	10	11	12	13	15	17	19
STEP								
1	1200	1210	1222	1270	1400	1839	2421	3189
2	1218	1228	1240	1289	1421	1867	2457	3237
3	1236	1247	1259	1308	1442	1895	2494	3285
4	1255	1265	1278	1328	1464	1923	2532	3335
5	1274	1284	1297	1348	1486	1952	2570	3385
6	1293	1304	1316	1368	1508	1981	2608	3435
7	1312	1323	1336	1389	1531	2011	2647	3487
8	1332	1343	1356	1410	1554	2041	2687	3539
9	1352	1363	1377	1431	1577	2072	2727	3592
10	1372	1384	1397	1452	1601	2103	2768	3646
11	1393	1404	1418	1474	1625	2134	2810	3701
12	1414	1425	1439	1496	1649	2166	2852	3756
13	1435	1447	1461	1518	1674	2199	2895	3813
14	1456	1468	1483	1541	1699	2232	2938	3870
15	1478	1490	1505	1564	1724	2265	2982	3928
16	1500	1513	1528	1588	1750	2299	3027	3987
17	1523	1535	1551	1612	1777	2334	3072	4047
18	1546	1559	1574	1636	1803	2369	3118	4107
19	1569	1582	1598	1660	1830	2404	3165	4169
20	1592	1606	1622	1685	1858	2440	3213	4232
21	1616	1630	1646	1711	1886	2477	3261	4295
22	1640	1654	1671	1736	1914	2514	3310	4360
23	1665	1679	1696	1762	1943	2552	3359	4425
24	1690	1704	1721	1789	1972	2590	3410	4491
25	1715	1730	1747	1815	2001	2629	3461	4559
26	1741	1756	1773	1843	2031	2668	3513	4627
27	1767	1782	1800	1870	2062	2708	3565	4696
28	1794	1809	1827	1898	2093	2749	3619	4767

ORDINANCE 71479

29	1821	1836	1854	1927	2124	2790	3673	4838
30	1848	1863	1882	1985	2156	2832	3728	4911

B. Commissioners' Pay Schedule: The following bi-weekly pay schedule for all pay grades denoted with the suffix "C" shall become effective beginning with the bi-weekly pay period following the effective date of this ordinance. The pay grades denoted with the suffix "C" are required by § 115.035, RSMo.

<u>GRADE</u>	<u>BI-WEEKLY RATE</u>
1C	\$288.46
2C	\$288.46
3C	\$230.77

SECTION THREE. Salary Adjustment.

A. Salary adjustment for all employees of the Election Board shall be based on consideration of merit, equity, or success in fulfilling predetermined goals and objectives as herein provided.

B. An appointing authority shall evaluate the performance of all employees whose salary is established in Section Two A of this ordinance for the purpose of salary adjustment. On or about December 1 of each year following approval of this ordinance, the Directors of the Election Board shall submit to the Commissioners evaluations of all employees whose pay grades are denoted by suffixes "G" and "M". Consideration of these evaluations by the Commissioners shall be the basis for salary adjustments.

1. Annual Merit Increase: Any employee whose salary is established in Section Two A of this ordinance shall receive an annual service rating. This service rating with the standards of performance established by the Election Board shall determine eligibility for a one-step one and one-half percent (1.5%) within-range (merit) increase.

ORDINANCE 71479

2. Exceptional Performance of Duties: The Commissioners may grant a within-range salary adjustment in any whole dollar increment up to a ten percent (10%) increase of an employee's bi-weekly base. The Commissioners may increase 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 the closest step in the pay range which provides for not more than a ten percent (10%) increase. This increase may be in addition to any merit increase received.

3. Substandard Performance of Duties: The Commissioners may reduce the salary of an employee whose level of performance or assigned duties is significantly diminished and no longer warrants payment at the employee's range set forth in Section Two A of this ordinance. The pay of any employee may be decreased as a disciplinary action at the discretion of the Commissioners. Any such decrease shall be made in accordance with established Election Board disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary range. The decrease may be below the minimum pay range for the class. At the discretion of the Commissioners, a salary decrease may be made for a specific number of bi-weekly pay periods or for an undetermined time.

C. The granting of any salary increase or decrease shall be made at the beginning of a payroll period.

D. This ordinance serves as notice required by § 115.049, RSMo., to the President of the Board of Aldermen and members of the Board of Estimate and Apportionment that upon approval and

ORDINANCE 71479

implementation of the yearly budget of the City of St. Louis, the Election Board is authorized to increase compensation of Election Board employees as provided by the budget.

SECTION FOUR. Changes to the Classification Plan. Whenever the Election Board finds it necessary to add a new class or change the pay schedule or grade of an existing class, the Election Board shall allocate the class to the appropriate grade and schedule or make such amendment to the existing class and notify the Board of Aldermen of this action.

SECTION FIVE. Overtime. Pay grades denoted with the suffix “M” are exempt from overtime compensation. Pay grades denoted with the suffix “G” are non-exempt classes that receive overtime compensation at the one and one-half times (1.5x) rate.

SECTION SIX. Holidays.

A. The Election Board 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 designated holidays as observed by the State of Missouri:

HOLIDAY

New Year’s Day
Rev. Martin Luther King, Jr. Day
Lincoln’s Birthday
Presidents’ Day
Truman Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

ORDINANCE 71479

1 B. The Election Board shall not grant holiday leave with pay, holiday pay, or compensatory
2 holiday time off except as provided in this Section Six. Employees working full-time and paid a
3 bi-weekly rate whose pay is established in this compensation ordinance shall receive leave with
4 pay or compensatory time off in lieu of pay as holiday compensation in an amount that is
5 proportionate to the number of hours the employee is regularly scheduled to work in a day.

6 C. When the day of observance of a holiday is changed by State or Federal law, it will be so
7 observed by the City of St. Louis. When the day of observance of a holiday is changed by State or
8 Federal executive action, the Mayor shall determine the day of observance by the City of St. Louis.
9 When the date of observance is determined by State law, the Election Board shall observe the date
10 determined by the State. When one of the above enumerated holidays occurs on Sunday, the
11 following Monday shall be observed as the holiday. When one of the above holidays occurs on
12 Saturday, the preceding Friday shall be observed as the holiday.

13 D. The Election Board shall determine the manner of granting holidays. When full time
14 employees are required to work on a holiday they shall be entitled to compensation for the holiday
15 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
16 to the number of hours an employee is regularly scheduled to work in a day.

17 **SECTION SEVEN. Severability.** The sections of this ordinance shall be severable. In the
18 event that any section of this ordinance is found by a court of competent jurisdiction to be invalid,
19 the remaining sections of this ordinance are valid, unless the court finds the valid sections of the
20 ordinance are so essential and inseparably connected with and dependent upon the void section
21 that it cannot be presumed that the Board of Aldermen would have enacted the valid sections

ORDINANCE 71479

1 without the void ones, or unless the court finds that the valid sections standing alone are incomplete
2 and are incapable of being executed in accordance with the legislative intent.

3 **SECTION EIGHT.** Emergency Clause. The passage of this ordinance being deemed
4 necessary for the immediate preservation of the public peace, health and safety, it is hereby
5 declared to be an emergency ordinance pursuant to Article IV, Sections 19 and 20 of the City
6 Charter.

ORDINANCE NUMBER 71887
BOARD BILL NUMBER 48
FISCAL NOTE

Preparer's Name Ben Borgmeyer

Phone Number or Email Address (will be available publicly) 314 540 1641

Bill Sponsor Alderman Aldridge

Bill Synopsis:	An ordinance relating to the appointment of and salaries of certain employees of the St. Louis Board of Election Commissioners (the "Election Board") pursuant to §§ 115.045 and 115.049, Revised Statutes of Missouri ("RSMo."), by repealing Ordinance Number 71702; 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 after approval by the Mayor.
Type of Impact:	Negative
Agencies Affected:	Board of Election Commissioners for the City of St. Louis

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?
____x____Yes ____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

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 __x____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:

Bill amends the current pay bill in place for the Board of Election Commissioners by classifying job titles. Reclassification was budget neutral with respect to FY24. However, adopted budget plan for FY25 cut positions from the election Board, and reorganization proposed contemplated repurposing those allocated funds within the new organizational structure.

- Does the bill create a program or administrative subdivision? ____Yes __x____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:

Annual operation costs: the adopted budget plan for FY25 allocates to the Board of Election Commissioners for the City of St. Louis a total of \$1,242,100. This is a decrease of \$106,900 when compared to FY24 when the Election Board's FTE was funded at \$1,349,000. The reorganization proposed in the Board Bill would require \$1,301,187.38 to fully fund.

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	\$1,301,187.38	\$1,320,705	\$1,340,516
Additional Revenue			
Net	\$1,301,187.38	\$1,320,705	\$1,340,516
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures			
Additional Revenue			
Net			

- Describe any assumptions used in preparing this fiscal note:
- Current contemplated salaries, with step increases factored for years 2 and 3
- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:
 - Adopted budget plan for FY25.
- Have the financial estimates of this bill been verified by the City Budget Division?

☐ Yes ☒ No

 - If yes, by whom? _____ .

Summary
Board Bill Number 16
Introduced by Alderman Rasheen Aldridge Jr.
May 1, 2026

An Ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance Number 71970; 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.

BOARD BILL NUMBER 16 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

An Ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance Number 71970; 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 Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance.

TITLE	CODE	GRADE/			
		SCHEDULE			
	OVTM				
Administrative Assistant I	1621	13	G		3
Administrative Assistant II	1622	14	M		1
Administrative Assistant III	1623	15	M		1
Administrative Secretary	1137	13	G		3
Autopsy Technician I	5411	10	G		3
Autopsy Technician II	5412	11	G		3

1	Autopsy Technician III	5413	12	G	3
2	Autopsy Technician Supervisor	5414	13	G	3
3	Custodian/Courier	3711	8	G	3
4	Executive Director of Operations	1736	23	M	1
5	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
6	Forensic Office Administrator I	1621	19	M	3
7	Forensic Office Administrator II	1622	20	M	1
8	Forensic Office Administrator III	1623	22	M	1
9	Medical Transcriptionist	1122	12	G	3
10	Medicolegal Investigation Supervisor	2355	17	M	2
11	Medicolegal Investigator I	2351	13	G	3
12	Medicolegal Investigator II	2352	14	G	3
13	Medicolegal Investigator III	2353	16	G	3
14	Medicolegal Investigator IV	2354	17	G	3
15	Morgue Attendant	5410	8	G	3
16	Secretary	1132	10	G	3
17	X-ray Technician	5441	11	G	3
18	Intern – Level 1	9991	00	I	3
19	Intern – Level 3	9992	00	I	3
20	Intern – Level 3	9993	00	I	3
21	Intern – Level 4	9994	00	I	3
22	Intern – Level 5	9995	00	I	3
23	Intern – Level 6	9996	00	I	3

SECTION 2. Official Pay Schedule For Medical Examiner Grades.

The Chief Medical Examiner recommends pay schedules for all pay grades denoted in Section 1(a) of the classification plan prepared and adopted by management. The official pay schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows:

(a) – General and Management Schedule.

(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 continue to be in effect through June 13, 2026.

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

GRADE	MINIMUM	MAXIMUM
8	1246	1446
9	1236	1569
10	1246	1704
11	1240	1854
12	1308	2015
13	1442	2221
14	1653	2546
15	1894	2923
16	2173	3353
17	2494	3851
18	2860	4422
19	3285	5079
20	3772	5834

1	21	4070	6297
2	22	4391	6798
3	23	4739	7340

4 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G"
5 or "M" shall become effective beginning with the bi-weekly pay period starting June 14, 2026.

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

7	GRADE	MINIMUM	MAXIMUM
8	8	1283	1489
9	9	1299	1616
10	10	1315	1755
11	11	1331	1910
12	12	1347	2075
13	13	1485	2288
14	14	1703	2622
15	15	1951	3011
16	16	2238	3454
17	17	2569	3967
18	18	2946	4555
19	19	3383	5231
20	20	3885	6009
21	21	4192	6486
22	22	4523	7002
23	23	4881	7560

1 **(b) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work

2 assignments. The Chief Medical Examiner 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 constitute
5 a promotion, demotion, advancement or reduction in pay. The shift differential shall be added to
6 the employee's regular bi-weekly rate.

7 (1) In order for an employee in Section 2(a) 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 who are
10 assigned to work schedules that require them to rotate among three shifts (day, evening, night) on
11 a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all
12 three shifts worked.

13 For employees whose pay range is established in Section 2(a) the shift differential premium
14 shall be one percent (1 percent) of the employee's regular base bi-weekly rate for each eligible
15 shift worked in a bi-weekly pay period.

16 An employee whose pay range is established in Section 2(a) shall receive shift differential
17 for working a portion of an eligible shift, providing the portion of the shift not worked is charged
18 to paid leave. Shift differential shall only be paid for whole hours worked; a fraction of an hour
19 shall not be counted toward the payment of the differential.

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

1 **(c) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
2 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.
3 This differential shall be one percent (1 percent) of an employee's base bi-weekly rate. An
4 employee shall receive a weekend differential for working any portion of an eligible day. This
5 differential shall only be paid for whole hours worked, providing the portion of the day not worked
6 is charged to paid leave. Weekend differential shall not be paid to employees compensated on an
7 hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will
8 the weekend differential be paid to full-time regular employees docked for any portion of a day on
9 which the differential would otherwise be paid.

10 **(d)** The Chief Medical Examiner may establish per performance rates of pay, hourly rates of
11 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
12 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
13 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established
14 considering the nature of employment, community practices in compensating similar employment,
15 and the purpose of the program for which the rate is established. Employees paid per performance,
16 hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical leave or holiday leave
17 with pay or other benefits accorded employees paid a bi-weekly rate except that an appointing
18 authority, with the prior approval of the Chief Medical Examiner, and when sufficient funds have
19 been appropriated for the fiscal year, may establish a modified level or type of benefit program
20 when the provision of such benefit is needed in order to attract and retain sufficiently qualified
21 employees to work in specific per performance, hourly, or unit-of-work assignments.

22 The Chief Medical Examiner is not permitted to utilize per performance and hourly
23 employees as a method of replacing bi-weekly rate employees who would be entitled to employee

benefits. 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.

(e) The Chief Medical Examiner 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.

(f) The Chief Medical Examiner, 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 Chief Medical Examiner 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 the Medical Examiner to establish call back procedures for employees as an established condition of employment.

(g) The Chief Medical Examiner may authorize payment of special recruitment bonuses, travel, moving and related expenses to recruit employees for positions when funds for this purpose are appropriated to the Office of the Medical Examiner.

(h) The Chief Medical Examiner 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.

(i) (1) The Chief Medical Examiner may establish cash awards or other incentives for an employee or group of employees to recognize and reward increased productivity or effectiveness. The incentives offered may include cash, paid time off, and such other reasonable incentives as

1 the Chief Medical Examiner may determine. Cash awards shall be made from the personal services
2 appropriation of the unit, the account from which the employee's salary is paid or from a general
3 appropriation for this purpose.

4 (2) The Chief Medical Examiner may establish a program of cash awards or other
5 incentives, not to exceed ten percent (10 percent) of annual salary, paid as an addition to pay, for
6 the purpose of providing additional compensation for employees who are fluent in a foreign
7 language and who use this skill in the necessary and regular recurring performance of the duties
8 of their position. Cash awards shall be made from the personal services appropriation of the unit,
9 the account from which the employee's salary is paid or from a general appropriation for this
10 purpose. Cash awards and incentives under this program shall be made in accordance with
11 guidelines established by the Chief Medical Examiner.

12 (3) Notwithstanding any other provision in this ordinance, the Chief Medical Examiner
13 is authorized to extend the maximum of the pay ranges by up to twenty-five percent (25 percent)
14 for the purpose of compensating positions which are extremely hard to fill.

15 (4) The Chief Medical Examiner 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 tangible
18 savings to the City shall not exceed ten percent (10 percent) of the annual tangible net savings.
19 Cash awards and payments for other awards shall be made from an appropriation for a suggestion
20 program or other appropriate account. Additionally, cash awards for suggestions shall be granted
21 as an addition to pay, which does not change an employee's bi-weekly rate. The Employee
22 Suggestion Program shall be administered in accordance with regulations established by the Chief

1 Medical Examiner. The Chief Medical Examiner may establish an authority to evaluate
2 suggestions and determine awards; the decisions of this authority shall be final.

3 (j) An employee who is appointed to a position requiring advanced technical skills or
4 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
5 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
6 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
7 possesses exceptional academic qualifications related to the duties of the position or that the
8 employee is registered or certified by an organization or board recognized by the Chief Medical
9 Examiner to be especially suited, considering the duties of the position, and when such academic
10 qualification, registration, or certification is not deemed a necessary qualification for the class of
11 position.

12 The Chief Medical Examiner may also establish other bonus, incentive, or reimbursement
13 programs to encourage current employees to attain registration, licensure, certification, or proof of
14 professional mastery when it is deemed to be in the best interest of the Medical Examiner's Office,
15 or when such credentials are clearly recognized as adding to the capability of individuals in that
16 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an
17 employee being ruled ineligible for bonuses or salary increases permitted under other sections of
18 this pay ordinance.

19 (k) The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
20 expenses incurred by employees for the purchase of uniform apparel required in the performance
21 of the duties of their positions, when funds have been budgeted therefore.

22 The Chief Medical Examiner may exercise the option to furnish such uniform as may be
23 required in the employee's performance of his/her duties.

1 The Chief Medical Examiner may establish regulations relating to employees' eligibility
2 for reimbursement for uniforms.

3 Further, when funds have been budgeted therefore, the Chief Medical Examiner may
4 authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty
5 dollars (\$50) per incident for damage to personal property sustained while the employee was
6 directly engaged in performing assigned and/or authorized duties during a shift.

7 **(I)** (1) Contingency assignment differential will be paid for certain assignments when
8 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
9 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment,
10 not to extend more than one pay period. The Chief Medical Examiner will determine the
11 assignments for which Contingency Assignment Differential will be paid. The assignment of an
12 employee to said assignment having a contingency assignment differential will be determined by
13 the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In
14 addition, the removal of an employee from said assignment shall not constitute a demotion or
15 reduction in pay. The Chief Medical Examiner will review the qualifications of the employee
16 being considered for the assignment to determine if they meet the necessary minimum
17 qualifications for the position being considered.

18 For an employee whose pay range is established in Section 2(a) with the prior approval of
19 the Chief Medical Examiner, the contingency assignment differential will be ten percent (10
20 percent) of the employee's regular base bi-weekly rate added as an addition to pay for each bi-
21 weekly period worked or one percent (1 percent) of the employee's regular base bi-weekly rate for
22 each shift assignment covered, not to exceed one (1) pay period.

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

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

(m) City employees who are required by the Chief Medical Examiner to routinely use their personal vehicle in the performance of their duties shall be compensated by receiving a vehicle maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

SECTION 3. Subsistence And Maintenance Charges.

Except as otherwise provided in this ordinance, a deduction shall be made on the payroll or a cash charge shall be collected for subsistence and maintenance provided to employees at a

rate to be determined by the employee's department or agency head and the Comptroller of the City of St. Louis. The department or agency head shall establish reasonable charges or deductions which have been calculated and assessed with due consideration for all identifiable costs, including labor and overhead, but shall not exceed the actual cost of the items to the City. When the Chief Medical Examiner determines that the duties and responsibilities of a position require an employee to occupy a room or apartment, there shall be no charge for such accommodations.

SECTION 4. Salary Range Limitations.

No employee in the Medical Examiner's Office 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 Chief Medical Examiner 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 Chief Medical Examiner finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate.

The Chief Medical Examiner 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.

1 In the event that the Chief Medical Examiner finds that it is difficult to secure the services
2 of sufficient numbers of employees for a class or occupational series after a diligent recruitment
3 effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which is
4 not more than twenty-five percent (25 percent) above the maximum established in this ordinance.

5 (c) Employees with permanent status who are eligible for reemployment as determined by the
6 Rules of the Department of Personnel shall be reemployed at an appropriate rate within the new
7 salary range which takes into consideration the employee's prior service in the position, as
8 determined by the Chief Medical Examiner.

9 **SECTION 6. promotion, demotion, reallocation, transfer and temporary promotion.**

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

13 (a) Promotion: This shall be defined as a change of an employee in the Medical Examiner's
14 Office from a position of one class to a position of another class with a higher pay grade or a higher
15 starting minimum salary.

16 (1) When an employee is promoted to a position in the General or Management Pay
17 Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent
18 (5 percent) higher than the rate received immediately prior to the promotion. The Chief Medical
19 Examiner, may increase the pay of an employee up to twenty percent (20 percent) when such
20 action is needed to attract experienced, qualified candidates for a position. Such salary
21 determinations shall take into consideration the nature and magnitude of the accretion of duties
22 and responsibilities resulting from the promotion. However, no employee shall be paid less than

1 the minimum rate nor more than the maximum rate for the new class of position, except as
2 otherwise provided in this ordinance.

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

10 (b) Demotion: This shall be defined as a change of an employee in the Medical Examiner's
11 Office from a position of one class to a position of another class which has a lower pay grade and
12 a lower starting minimum salary.

13 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of
14 the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall
15 be established at a rate within the range for the new position which is at least five percent (5
16 percent) lower than the rate received immediately prior to the demotion, except no employee shall
17 be reduced below the minimum of the range unless otherwise provided for in this ordinance. The
18 amount of the reduction shall be determined by the Chief Medical Examiner.

19 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
20 reduced within the range for the new position which is five percent (5 percent) lower than the rate
21 received immediately prior to demotion, except those employees who are in a working test period
22 and demote to their previous class of position or pay grade, will return to the rate received
23 immediately prior to the promotion, plus any adjustments as otherwise provided in this ordinance.

1 No employee shall be paid less than the minimum nor more than the maximum rate for the new
2 class of position, except as otherwise provided in this ordinance.

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

9 (c) Reallocation:

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.

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.

21 (e) Over Maximum: The salary of an employee, which is in excess of the maximum of the
22 range prescribed by this ordinance for the class and grade to which his/her position has been
23 allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade.

1 The salary of such employees shall not be increased so long as he/she remains in the class of
2 position, except as otherwise provided by this ordinance.

3 **SECTION 7. Salary Adjustment.**

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

7 **(a)** Competitive positions for which salary is established in Section 2(a) - General and
8 Management Schedule;

9 (1) Any employee whose salary is established in Section 2(a) – General and
10 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
11 Rating Manual. The rating together with the standards of performance established in the rating
12 manual shall determine eligibility for a one-point five percent (1.5 percent) within-range (merit)
13 increase at intervals as outlined in the City’s Service Rating Manual or other pay regulation(s) or
14 ratings as determined by the Chief Medical Examiner. Notwithstanding any other section of this
15 ordinance, all employees in the General and Management pay schedules who would be eligible to
16 receive an annual increase on their regular Service Rating date will receive a one-point five percent
17 (1.5 percent) increase regardless of their current rate or place in the pay schedule.

18 **(2)** A non-exempt (Overtime Code 3) employee whose pay is established in Section
19 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the City’s
20 Service Rating Manual, shall have his/her salary reduced as determined by the standards
21 established in the City’s Service Rating Manual, but not less than the minimum of the pay grade
22 range.

1 **(3)** All full-time employees employed on May 31, 2026, whose salary is established in
2 Section 2(a)– General and Management Pay Schedule, shall receive a one-time, lump sum payment
3 of one thousand dollars (\$1,000.00) paid on June 5, 2026.

4 **(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks
5 of continuous service from the date of original appointment or from the date of the last salary
6 adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an
7 across-the-board ordinance increase, an increase resulting from an authorized incentive program,
8 or an upgrade of the classification concurrent with adoption of the ordinance. Absence from
9 service as a result of any authorized paid leave, suspensions, military leave, or family/medical
10 leave will not interrupt continuous service. Absence from service for any other cause shall result
11 in breaking continuity of service and establishment of a new anniversary date, except as otherwise
12 provided in this ordinance. The Chief Medical Examiner may authorize different anniversary dates
13 for an employee or groups of employees.

14 **(c)** The Chief Medical Examiner may evaluate the performance of an employee whose salary
15 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
16 intervals as described above except in the case of:

17 **(1)** Exceptional performance of duties:

18 With the prior approval of the Chief Medical Examiner may advance the salary of an
19 employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks
20 of employment at the same rate in the salary range by not more than ten percent (10 percent); this
21 may be in addition to any merit increase received.

22 **(2)** Substandard performance of duties:

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

5 The granting of any such increase or decrease in salary shall be made at the beginning of a
6 payroll period, as determined by the Chief Medical Examiner, following approval of such salary
7 action.

8 **(d)** The Chief Medical Examiner may approve adjustments to correct or mitigate serious and
9 demonstrable internal pay inequities. Salary adjustments under this provision shall preclude
10 adjustments to compensate or reward employees for long-term or meritorious service.

11 **(e)** The pay of any employee may be decreased as a disciplinary action by the Chief Medical
12 Examiner 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 current
14 salary rate. The decrease may be below the minimum of the pay range for the class. The
15 appointing authority may determine the pay decrease shall be effective for a specific number of
16 bi-weekly pay periods provided, however, that such decrease shall not be effective for more than
17 thirteen (13) bi-weekly pay periods.

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

20 **(g)** The Chief Medical Examiner may approve a within range salary adjustment or other
21 incentives to retain employees in positions that are difficult to fill, or because of their unique
22 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

1 **SECTION 8. Income Sources.**

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

8 Whenever an employee not on an approved paid leave works for a period less than the
9 regularly established number of hours a day, days a week or days bi-weekly, the amount paid 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. Conversion.**

16 **(a)** Pay schedules in Sections 2(a) in Ordinance **71970** shall continue in effect until the
17 beginning of the first bi-weekly pay period of the effective date of this ordinance, and the rates to
18 be paid to employees in positions of any classes for which a rate is established or changed in
19 Section 2(a) of this ordinance shall become effective and be adjusted (if necessary) as follows:

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

percent (5 percent) higher than the rate received immediately prior to promotion, but not less than the minimum of the pay range, whichever is the greater

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

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

(d) The Chief Medical Examiner may establish a special conversion procedure for a class or position in the event that the Director determines that a serious inequity would be created by the application of the conversion procedures established in this Section 9.

(e) All full-time employees whose salary is established in Section 2(a) – General and Management Pay Schedule whose bi-weekly rate is within the range of pay or above the maximum of the range of pay shall have their bi-weekly rate increased by three percent (3%) or to the minimum of the bi-weekly pay range for their job classification, whichever is greater, effective June 14, 2026.

(f) The Chief Medical Examiner shall establish such procedures as needed to place this ordinance in effect and interpret its provisions.

SECTION 10. Payment Of Salaries.

All compensation for positions in the Medical Examiner's Office shall be paid bi-weekly. The Chief Medical Examiner 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

1 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
2 Commission where the employee worked.

3 **SECTION 11. Changes To Classification Plan.**

4 Whenever the Chief Medical Examiner finds it necessary to add a new class to the
5 classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and
6 schedule in this ordinance and notify the Board of Aldermen of this action.

7 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
8 an existing class within the classification plan, the Chief Medical Examiner shall change the
9 overtime code and notify the Board of Aldermen of this action.

10 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of an
11 existing class within the classification plan, the Chief Medical Examiner shall allocate the class to
12 the appropriate schedule in this ordinance and notify the Board of Aldermen of this action.

13 The pay grade allocated to a class of position within the classification plan shall remain
14 unchanged for the duration of the existing compensation ordinance. Whenever the Chief Medical
15 Examiner considers it necessary to change the pay grade of an established class of position, such
16 adjustment can only be made concurrent with the adoption of a new compensation ordinance.
17 Recommendation for the allocation of a new pay grade shall be made by the Chief Medical
18 Examiner for final approval by the Board of Aldermen.

19 **SECTION 12. Payroll Form.**

20 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
21 certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment
22 of a person to fill the position. The Chief Medical Examiner shall indicate on these forms the
23 proper allocation of the position and the rate at which payment is to be made. When approved by

1 the Chief Medical Examiner and submitted to the Comptroller, these forms shall constitute
2 authorization for the initial placing of a person's name on the payroll. The Comptroller shall not
3 authorize any change in the rate of pay of an individual on the payroll unless approved by the Chief
4 Medical Examiner. The Comptroller shall provide the Chief Medical Examiner with a copy of
5 each payroll audited and found correct within twenty-one (21) days after audit and approval of the
6 payroll by the Comptroller's Office.

7 **SECTION 13. Certification Of Payroll.**

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

13 **SECTION 14. Minimum Work Hours.**

14 The Chief Medical Examiner 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 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
18 established for each position in the work unit. Work schedule reports shall be submitted upon
19 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
20 the permanent work schedule of a position. The work schedule submitted by the
21 manager/supervisor shall constitute the normal work schedule for the position when approved by
22 the Chief Medical Examiner.

1 All employees in the Medical Examiner's Office shall be in attendance at their work in
2 accordance with schedules established under the provisions of this Section 14, subject to other
3 provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs,
4 sick leave, military leave, and leaves of absence with or without pay.

5 (a) Employees whose salaries are established in Section 2(a): Forty (40) hours shall constitute
6 the average minimum required weekly hours of service in an employment cycle under regular full-
7 time employment for all City employees paid on a bi-weekly basis and occupying positions in the
8 Medical Examiner's Office. The minimum daily and annual service required of such employees
9 shall be in proportion to the average minimum weekly hours established.

10 Each manager/supervisor shall arrange the time for reporting for work, for luncheon
11 intermission, and for quitting work of the various employees under their jurisdiction.

12 (b) Management Employees: Managers for employees occupying full-time positions whose
13 salaries are established in Section 2(a) of this ordinance shall initiate procedures to see that such
14 employees are engaged in the performance of their duties on a full-time basis. Full-time
15 employment for any employee whose classification is denoted in the Management Schedule shall
16 be defined as an average of forty (40) hours per week of time devoted to the duties of the position
17 on an annual basis.

18 **SECTION 15. Overtime.**

19 (a) The Chief Medical Examiner shall determine those positions in the Medical Examiner's
20 Office of the City of St. Louis which are exempt from overtime compensation and those positions
21 which are not exempt from overtime compensation. The overtime codes established for each class
22 in Section 1(a) of this ordinance shall be interpreted as follows:

23 OVERTIME CODE (OVTM):

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

5 2 These are supervisory, professional, and administrative classes that are
6 exempt from overtime compensation, but which the city compensates for
7 overtime at the straight (1.0x) time rate.

8 3 These are non-exempt classes that receive overtime compensation at the one
9 and one-half (1.5x) time rate.

10 Managers/Supervisors are prohibited from changing employee work schedules to avoid the
11 payment of overtime.

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

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

20 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works hours
21 in excess of the maximum established for an official work week or work cycle, usually forty (40)
22 hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition

1 to the actual hours worked, vacation, and compensatory time only shall count as hours worked for
2 the purpose of determining eligibility for overtime compensation.

3 (a) Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
4 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
5 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
6 the Chief Medical Examiner the official work week or work cycle, which is usually forty (40)
7 hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an
8 exempt (Code 2) position is directed by management, with the approval of the appointing
9 authority, to work hours in excess of the maximum established for an official work week or work
10 cycle it shall be considered overtime. In addition to the actual hours worked, vacation, and
11 compensatory time only shall count as hours worked for the purpose of determining eligibility for
12 overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's
13 regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate
14 of one (1) hour for each hour of overtime worked. The average number of scheduled hours in a
15 bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular
16 hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing
17 the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
18 of work in a bi-weekly pay period.

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

22 (c) The Chief Medical Examiner may compensate Overtime Code 1 employees at the straight-
23 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis

1 declares an emergency due to serious and protracted conditions which threaten continuous City
2 Service, preservation of public peace, health, or safety, and 2) the Chief Medical Examiner directs
3 an employee or group of employees to work in excess of forty (40) hours per week. The
4 manager/supervisor shall maintain attendance records of the assignment(s) and submit such
5 records at the request of the Chief Medical Examiner.

6 **(d)** Employees who wish to use compensatory time earned in lieu of pay must make their
7 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
8 manager/supervisor shall keep in mind the staffing needs of the department when granting time
9 off, but in any case, time off will not be unreasonably denied.

10 Pay shall be the regular method of compensation for recorded overtime hours of work for
11 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
12 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
13 time off in lieu of pay only if the employee requests compensatory time, in writing.

14 Employees engaged in public safety, emergency response or seasonal activity as defined
15 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
16 of compensatory time; except that Management Personnel shall only be allowed to accumulate up
17 to forty (40) hours of compensatory time. All other employees are allowed a maximum balance
18 of one hundred twenty (120) hours of compensatory time. These maximum balances of
19 compensatory time shall apply to employees working an average work week of forty (40) hours;
20 the maximum balance of compensatory time for employees whose average work week is more or
21 less than forty (40) hours shall be proportionate. No provision of this section establishing a
22 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
23 employee or to deny an employee payment for recorded compensatory time earned in accordance

1 with the provisions of the compensation ordinance in effect at the time the compensatory time was
2 earned.

3 Each manager/supervisor shall establish procedures to assure that non-exempt employees
4 are promptly granted time off when such employees request to use their earned compensatory time.
5 A manager/supervisor may not deny non-exempt employees' requests for earned compensatory
6 time off except when such approval would create an extreme business hardship. When a
7 manager/supervisor determines that the work schedule of the organization will not permit the
8 granting of such time off, the manager/supervisor shall pay the employee in that same pay period
9 for all or a portion equivalent to the time requested of the employee's accrued compensatory time.
10 This provision requiring the prompt granting of requested time off applies only to compensatory
11 time that is earned as a result of the employee working overtime; it does not apply to compensatory
12 time earned as a result of an incentive program or bonus award program.

13 Compensatory time earned by exempt employees shall be granted to an employee at the
14 discretion of the manager/supervisor in one of the following ways: 1) on request of the employee;
15 2) on termination of services with the City.

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

21 (f) All sections shall keep daily attendance records of Medical Examiner Employees and shall
22 submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned,

granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified as required or requested.

SECTION 16. Holidays.

(a) Medical Examiner 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
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 Medical Examiner 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.

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

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

15 **(b)** Each manager/supervisor shall determine the manner of granting holidays and shall report
16 his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner.
17 When full-time employees, whose pay is established in Section 2(a) of this compensation
18 ordinance, are required to work on a holiday they shall be entitled to compensation for the holiday
19 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
20 to the number of hours an employee is regularly scheduled to work in a day or shift.

21 Except as otherwise provided in this section, when a City holiday falls on an employee's
22 regularly scheduled day off, the employee shall be entitled to have compensatory time added to

1 his/her balance in an amount proportional to the number of hours regularly scheduled in a day or
2 shift.

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 Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees
8 shall be compensated for holidays in proportion to the percentage of time they are regularly
9 scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to
10 holiday 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 Chief Medical Examiner may establish additional or alternate holiday leave
14 policies for employees occupying public safety positions which qualify for the special overtime
15 pay provisions under Federal law or for employees with official work schedules authorized by the
16 Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule.
17 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
18 the same manner who work substantially equivalent work schedules.

19 **SECTION 17. Vacation.**

20 Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent
21 competitive positions working fifty percent (50 percent) time or more. The Chief Medical
22 Examiner may establish additional guidelines and policies to govern the administration of vacation
23 leave benefits in the Medical Examiner's Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), with appointment date before April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 or more years	9	234

Employees employed before July 18, 2010 whose pay is established in Section 2(a) 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.

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a) with appointment date on or after April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

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

6 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of this
7 ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service,
8 fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty
9 (40) hours of vacation added to their existing balance.

10 (c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their
11 vacation balance upon completion of five (5) years of cumulative service, ten (10) years of
12 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
13 service.

14 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
15 and accrual maximums for vacation are for employees working a scheduled work week of forty
16 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
17 for employees whose average work week is more or less than forty (40) hours. When an eligible
18 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
19 proportionately. All references in this ordinance to cumulative service for vacation shall mean
20 cumulative service without a break in service of more than one year, except as provided otherwise
21 in this ordinance. No employee who works less than fifty percent (50 percent) time or who is
22 serving in a limited-term position shall be eligible to accrue vacation.

(e) (1) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working more or less than forty (40) hours per week, but at least fifty percent (50 percent) time, shall be established in accordance with Section 17 of this ordinance.

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

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

(1) of appointment;

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

(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 or beginning of terminal leave.

(g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted

1 to the employee at the discretion of the manager/supervisor as provided by this ordinance in one
2 of the following ways:

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

4 (2) When directed to take paid time off by the manager/supervisor.

5 (3) When an employee is terminated or resigns from the Medical Examiner's Office.

6 (4) When an employee whose salary is established in Sections 2(a) reaches the
7 established maximum accrual and would cease accruing vacation, the employee may
8 notify the manager/supervisor in writing of his/her intention to schedule vacation. Such
9 notice shall be at least seven (7) days prior to the first work day the employee intends to
10 take off. If the manager/supervisor fails to establish a different vacation schedule, the
11 employee may, at will and without assuming liability for disciplinary action, take the paid
12 leave, which was proposed in writing.

13 (5) All employees may request payment from the appointing authority for forty (40)
14 hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance
15 for that year is not exceeded. This may be done a maximum of once in each calendar year.
16 Management employees may request payment from the appointing authority for up to an additional
17 forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules
18 do not permit them to be absent from work. These requests are subject to the prior approval of the
19 Chief Medical Examiner.

20 (h) During the first twelve (12) months of employment, unless stated otherwise in this
21 ordinance, accrued vacation may be granted to an employee provided that the employee has
22 completed six (6) months of continuous service. When the service of an employee is terminated
23 after twelve (12) months of continuous service, any accumulated vacation that is due the employee

1 shall be paid. When employment is terminated before completing twelve (12) months of
2 continuous service, any previously advanced vacation leave shall be deducted from the employee's
3 final pay.

4 (i) Employees who separate from the Medical Examiner's Office and who return to the
5 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
6 for prior continuous service in determining the vacation accrual rate in accordance with Section
7 17(a) or 17(b) of this ordinance and based on the date of the employee's original appointment.

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

12 (k) Employees who return to work from a "reemployment from layoff" eligible list shall be
13 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
14 the employee has completed six (6) months of continuous service prior to the layoff and with
15 approval of the manager/supervisor. An employee who has completed less than six (6) months of
16 continuous service will be required to complete the remaining portion of the six (6) months period
17 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 in
20 Section 17(a) or 17(b) of this ordinance and based on the employee's original appointment.

21 (l) Managers/supervisors shall be responsible for the management of their vacation schedules
22 so as to most effectively administer their organizations and fulfill the desire of employees in the
23 establishment of leave schedules.

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

6 (n) With the approval of the Chief Medical Examiner, a retiring employee may be paid on the
7 payroll for accrued vacation in the month prior to retirement without inclusion in the employee's
8 final average compensation. The Chief Medical Examiner may pay previously accrued vacation
9 off in a lump sum to an employee whose service with the City Medical Examiner's Office has
10 terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum
11 payment shall include compensation for any holidays occurring during the employee's terminal
12 vacation leave period as if the employee's vacation had been run out on payroll.

13 (o) Employees occupying excepted positions in the Medical Examiner's Office shall be
14 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in an
15 excepted position ends and who is then appointed to a permanent competitive position working
16 fifty percent (50 percent) time or more shall become eligible to accrue vacation leave with pay
17 upon appointment to the competitive position. Length of cumulative service for the purpose of
18 determining rate of vacation leave accrual shall be based on the employee's original date of
19 appointment to the excepted position, providing there was no break in service between expiration
20 of the excepted position and appointment to the permanent competitive position. The date of
21 appointment to the permanent competitive position shall be used to determine the appropriate rate
22 of vacation accrual for the corresponding length of cumulative service in accordance with the
23 schedule established in Section 17(b).

(p) Managers/supervisors shall report leave with pay for vacation and such other authorized absences as the Chief Medical Examiner shall designate in such form and at such time as the Chief Medical Examiner may require.

SECTION 18. Sick Leave.

(a) Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee may choose to use his/her sick leave in accordance with regulations established by the Chief Medical Examiner.

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

(c) If a member of the Employees 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 Chief Medical Examiner.

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 **SECTION 19. Medical Leave.**

5 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
6 competitive positions working fifty percent (50 percent) time or more in accordance with
7 regulations and procedures established by the Chief Medical Examiner.

8 **(1)** All employees, unless otherwise stated in this ordinance, shall accrue three (3)
9 hours of medical leave for each bi-weekly pay period of employment but must complete the entire
10 pay period to accrue the medical leave at the end of said pay period. This accrual rate is established
11 for employees working an average work week of forty (40) hours. Medical leave shall be
12 computed on a proportionate basis for employees whose average work week is more or less than
13 forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing
14 authority after completing twenty-six (26) weeks of continuous service.

15 **(b)** The Chief Medical Examiner may establish a system of cash awards, paid time off or other
16 incentives to reward employees for perfect and near perfect attendance.

17 **(c)** An appointing authority shall remove an employee from the payroll for unexcused absence
18 in accordance with regulations and procedures established by the Chief Medical Examiner. When
19 an employee is docked from the payroll under the provisions of this section, the amount deducted
20 from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly rate as
21 defined in this ordinance for each hour of unexcused absence. If an employee is docked from the
22 payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue medical
23 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 Chief Medical Examiner. 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 25
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 manager/supervisor shall institute procedures, in accordance with regulations
15 established by the Chief Medical Examiner 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 used
19 in the calculation of retirement benefits or payments under this ordinance or any other ordinance.

20 **SECTION 20. Military Leave.**

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

Each employee is required to give advance notice (at least 30 days prior to departure when feasible), preferably in writing, of service obligation or intention to perform services in the uniformed services, unless such notice is prevented by military necessity, as determined 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.

SECTION 21. Education Reimbursement.

A manager/supervisor may, with the prior approval of the Chief Medical Examiner, 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 budgeted therefore.

A manager/supervisor, with the approval of the Chief Medical Examiner, 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.

1 **SECTION 22. Leaves Of Absence And Family/Medical Leave.**

2 An employee may request a leave of absence, or a manager/supervisor may request a leave
3 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 Chief Medical Examiner.

7 **(a)** A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an
8 employee in the Medical Examiner's Office a general leave of absence without pay for a period of
9 one year, which may be extended, with the prior approval of the Chief Medical Examiner. Upon
10 the expiration of such leave of absence, the employee shall be reinstated to the competitive position
11 he/she occupied at the time the leave was granted provided the position is still in existence and
12 he/she is able to perform the duties of the position. The employee shall be reinstated to the
13 competitive position at the same relative rate in the salary range the employee occupied at the time
14 the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the
15 leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the
16 City, an employee on leave other than military leave or qualifying family/medical leave may be
17 notified by the appointing authority, with the approval of the Chief Medical Examiner, to return
18 prior to the expiration of such leave. Failure of the employee to return within ten (10) calendar
19 days after receipt of such notice shall terminate his/her leave of absence and be just cause for
20 dismissal, subject to any applicable federal, state or local regulations.

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

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

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

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

20 (d) In the event that emergency conditions occur which require the closing of City-operated
21 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
22 of the City of St. Louis may declare an emergency and require an employee or group of employees
23 to take leaves of absence with or without pay while such emergency conditions exist. In the event

1 that the mayor requires that the leave of absence be without pay, an employee with vacation or
2 accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part
3 of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity
4 of service for vacation accrual. An emergency leave of absence declared by the mayor shall not
5 exceed ninety (90) days.

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 absence.
8 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and
9 medical leave during the period of non-paid leave. Upon the expiration of such leaves of absence,
10 the employee shall follow the procedures as established in this Section 22 and any other applicable
11 regulations and procedures as established by the Chief Medical Examiner.

12 (f) A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
13 employee on a forced leave of absence with or without pay pending the outcome of an investigation
14 or of a pending disciplinary action against the employee. Employees being placed on forced leave
15 may elect to be placed on either vacation leave or compensatory time.

16 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
17 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
18 program.

19 **SECTION 23. Furloughs.**

20 Contingent upon the declaration of the City's Board of Estimate and Apportionment that a
21 fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of City
22 officers and employees, the Board of Aldermen hereby authorizes such budget required mandatory
23 implementation of furloughs. As used herein the term "furlough" shall mean time off without pay

1 due to budget requirements. In the event furloughs are implemented, the Chief Medical Examiner
2 shall issue, consistent with this ordinance, such regulations and guidelines necessary for setting
3 out a process for furlough implementation.

4 **SECTION 24. Insurance Benefits.**

5 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
6 plans for life, health, medical, disability, and other insurance coverage deemed necessary for
7 employees in the Medical Examiner's Office and other employees for the City and their
8 dependents. The Department of Personnel shall develop and administer programs to provide for
9 such coverage. The Director of Personnel shall confer with the Board of Estimate and
10 Apportionment by February 1st of each year regarding coverage plans and the appropriate funding
11 level. The Director shall then be charged with the responsibility of establishing the applicable
12 funding level and remittance rates for the aforementioned plans and certify the same to the
13 Comptroller and Budget Director by March 1st of each year. The Director of Personnel may amend
14 said rates as needed.

15 **SECTION 25. Death Benefit.**

16 In the event any employee of the City whose pay is established by this ordinance dies as a
17 result of injuries arising out of and in the course of his/her employment by the City, the City shall
18 pay compensation in accordance with the Missouri Workers' Compensation Law. The Chief
19 Medical Examiner and the City Counselor shall establish procedures for making the payments
20 required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund
21 or appropriation out of which such payment shall be made. Such compensation shall be in addition
22 to any life insurance benefits paid for by the City or by the employee which is available to the

1 employee's beneficiaries and also in addition to any benefit provided by the Employees Retirement
2 System of the City of St. Louis.

3 **SECTION 26. Workers' Compensation And Disability Leave.**

4 **(a)** Any employee in the Medical Examiner's Office whose class title and grade are established
5 in Section 1(a) and denoted by the suffix "G," or "M" of this ordinance, including employees who
6 are compensated on a per performance or unit of work basis, 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 an employee's duties are being performed or where an
9 employee's presence is required as part of his/her employment, shall promptly report such injury
10 by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn
11 report, through the manager/supervisor, all facts concerning the incident to the City Counselor and
12 the Chief Medical Examiner. The manager/supervisor shall promptly provide such written
13 information and recommendations as may be requested by the City Counselor to aid in making the
14 determination of the period of disability.

15 The employee who suffers a personal injury as described in part (a) of this section, and
16 which results in temporary disability, may elect to use sick or medical leave for the first three (3)
17 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
18 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
19 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
20 days of disability will be restored to the employee's sick or medical leave balance. The City
21 Counselor shall determine the actual amount of compensation and length of time during which
22 payments are made for such temporary disability in accordance with the Missouri Workers'
23 Compensation Law.

1 (b) The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
2 an employee to undergo a physical examination and medical or surgical treatment at the expense
3 of the city to diagnose and treat injuries or illnesses arising out of employment.

4 (c) 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 (d) The City Counselor and the Chief Medical Examiner 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 manager/supervisor shall establish
11 procedures to comply with the provisions of this section and established regulations.

12 **SECTION 27. Jury And Witness Leave.**

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

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

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

17 **SECTION 28. Deferred Compensation.**

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

20 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the Comptroller
21 is authorized to enter into an agreement with eligible participants, whereby said participants may
22 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 plan shall be considered unless offered by a duly licensed resident agent representing a company duly licensed and authorized by the State of Missouri and other applicable federal regulatory agencies to offer such insurance or investment programs.

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

SECTION 29. 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 pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25 percent) 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, and

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25 percent) of a member's total sick leave on the date of retirement.

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

(4) Twelve (12).

The years of creditable service of a member shall be the number of years and completed months of service during which he/she receives compensation from the first day of the calendar

1 month following the date of the beginning of each employment with an employer until his/her
2 employment is terminated, subject to the provisions of this section. The years of creditable service
3 of an employee hired after the operative date who had attained the age of sixty (60) years at initial
4 employment shall be the number of years and completed months of service during which he/she
5 receives compensation from October 1, 1988, and hereafter, from the first day on or after October
6 1, 1988, of the beginning of each employment with an employer until his/her employment is
7 terminated. No creditable service shall be granted for any period of employment before October
8 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable
9 service for prior employment shall be granted to an employee who becomes a member after April
10 1, 1960, unless he/she was employed by an employer on April 1, 1960.

11 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below
12 shall be considered as additional creditable service for calculation of retirement benefits under any
13 provision of this ordinance:

- 14 (a) Sick leave hours considered as creditable service for the purpose of determining
15 eligibility for retirement benefits, and
- 16 (b) Sick leave hours paid to the member upon termination of his/her employment, and
- 17 (c) Sick leave hours used in determining final average compensation.

18 **SECTION 30. Severability.**

19 The sections of this ordinance shall be severable. In the event that any section of this
20 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this
21 ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and
22 inseparably connected with and dependent upon the void section that it cannot be presumed that
23 the Aldermen would have enacted the valid sections without the void ones, or unless the court

finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION 31. Repeal Of Previous Ordinances.

Ordinance Number **71970** and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed **effective June 14, 2026.**

SECTION 32. 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.

	SECTION(S)
Alphabetical List of Classes	1
Changes to Classification Plan	11
Codes for Classes	1
Compensatory Time	15, 16
For Overtime	15
In Lieu of Holiday	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7
For Vacation	17

1	Conversion to New Pay Schedule	9
2	Death Benefit	25
3	Deferred Compensation	28
4	Disability Leave	26
5	Education Assistance	21
6	Furloughs	23
7	Holidays	16
8	Hours of Work	14
9	Insurance Benefits	24
10	Jury Leave	27
11	Leaves of Absence	22
12	Emergency	22(d)
13	Excepted Positions, Coverage of	22(c)
14	Family/Medical	22
15	Forced	22(f)
16	Medical Leave	19
17	Military Leave	20
18	Minimum Hours of Work	14
19	Overtime (OVTM)	1, 15
20	Payroll	12, 13
21	Retirement	29
22	Severability	30
23	Sick Leave	18

1	Vacation	17
2	Workers' Compensation	26
3	Approved:	

FISCAL NOTE
BOARD BILL NUMBER 16

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderman Rasheen Aldridge Jr.

Bill Synopsis:	<i>An ordinance to regulate employer and employee working relationships between the City of St. Louis and employees under the Medical Examiner's Office, including establishment of a compensation plan, salary schedules, benefits, incentives, and other employment provisions; repealing Ordinance 71970; and including an emergency clause.</i>
Type of Impact:	<i>Indeterminate (Personnel/Compensation Policy Impact)</i>
Agencies Affected:	<i>Medical Examiner's Office; Comptroller; Department of Personnel</i>

SECTION A
Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? X Yes 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

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 _____ X 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:

The bill establishes and modifies compensation structures, including salary schedules, pay increases, bonuses, incentives, differentials, and other compensation-related provisions for employees within the Medical Examiner's Office. These provisions will result in increased personnel-related expenditures; however, the total fiscal impact cannot be determined from the Board Bill language.

- Does the bill create a program or administrative subdivision? _____ Yes _____ X 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:

The bill results in increased annual operating costs associated with implementation of a revised compensation plan, including salary schedule adjustments, within-range increases, bonuses, incentives, shift differentials, and other compensation-related provisions for Medical Examiner employees.

No equipment or maintenance costs are identified in the Board Bill language.

The number of affected employees, their current compensation levels, and total projected payroll adjustments are not specified in the Board Bill language; therefore, total fiscal impact cannot be determined.

Funding would be dependent on departmental appropriations.

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	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	\$0	\$0	\$0
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	\$0	\$0	\$0
Additional Revenue	\$0	\$0	\$0
Net	\$0	\$0	\$0

- Describe any assumptions used in preparing this fiscal note:

This fiscal note was prepared based on review of the language contained within the Board Bill. The ordinance establishes a comprehensive compensation framework for the Medical Examiner's Office, including salary increases, incentives, bonuses, and other personnel-related costs, but does not include detailed cost estimates, employee counts, or identified funding levels. As a result, fiscal impact cannot be quantified.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

Board Bill 16 and accompanying legislative language; review of compensation-related provisions including salary schedules, incentive authorizations, and benefit structures within the ordinance; general City budget practices related to personnel appropriations and departmental funding.

- Have the financial estimates of this bill been verified by the City Budget Division?
_____ Yes X No
- If yes, by whom? _____ .

ORDINANCE NUMBER 71970

BOARD BILL NUMBER 180 INTRODUCED BY ALDERWOMAN PAMELA BOYD

An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing **Ordinance Number 71746**; 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 Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance.

		GRADE/				
TITLE	CODE	SCHEDULE				
	OVTM					
Administrative Assistant I		1621	13	G		3
Administrative Assistant II		1622	14	M		1
Administrative Assistant III		1623	15	M		1
Administrative Secretary		1137	13	G		3
Autopsy Technician I		5411	10	G		3
Autopsy Technician II		5412	11	G		3
Autopsy Technician III		5413	12	G		3

1	Autopsy Technician Supervisor	5414	13	G	3
2	Custodian/Courier	3711	8	G	3
3	Executive Director for Operations	1736	23	M	1
4	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
5	Forensic Office Administrator I	1621	19	M	3
6	Forensic Office Administrator II	1622	20	M	1
7	Forensic Office Administrator III	1623	22	M	1
8	Medical Transcriptionist	1122	12	G	3
9	Medicolegal Investigation Supervisor	2355	17	M	2
10	Medicolegal Investigator I	2351	13	G	3
11	Medicolegal Investigator II	2352	14	G	3
12	Medicolegal Investigator III	2353	16	G	3
13	Medicolegal Investigator IV	2354	17	G	3
14	Morgue Attendant	5410	8	G	3
15	Secretary	1132	10	G	3
16	X-ray Technician	5441	11	G	3
17	Intern – Level 1	9991	00	I	3
18	Intern – Level 3	9992	00	I	3
19	Intern – Level 3	9993	00	I	3
20	Intern – Level 4	9994	00	I	3
21	Intern – Level 5	9995	00	I	3
22	Intern – Level 6	9996	00	I	3

SECTION 2. OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES

The Chief Medical Examiner recommends pay schedules for all pay grades denoted in Section 1(a) of the classification plan prepared and adopted by management. The official pay schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows: (a) – General and Management Schedule.

(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 beginning with the bi-weekly pay period following the effective date of this ordinance.

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>			
<u>GRADE</u>	<u>MINIMUM</u>		<u>MAXIMUM</u>
8	1246		1446
9	1236		1569
10		1246	1704
11	1240		1854
12	1308		2015
13	1442		2221
14	1653		2546
15	1894		2923
16	2173		3353
17	2494		3851
18	2860		4422

1	19	3285	5079
2	20	3772	5834
3	21	4070	6297
4	22	4391	6798
5	23	4739	7340

6

7 **(b) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments.

8 The Chief Medical Examiner shall determine the work assignments for which shift differential will
9 be paid. The assignment or removal of an employee from a work assignment having a shift
10 differential shall be determined by the appointing authority and will not constitute a promotion,
11 demotion, advancement or reduction in pay. The shift differential shall be added to the employee's
12 regular bi-weekly rate.

13 (1) In order for an employee in Section 2(a) to be eligible for shift differential compensation,
14 the employee must work a shift that requires the completion of four (4) hours of work between the
15 hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are assigned to work
16 schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or
17 more frequent basis shall be eligible for shift differential compensation for all three shifts worked.
18 For employees whose pay range is established in Section 2(a) the shift differential premium shall
19 be one percent (1 percent) of the employee's regular base bi-weekly rate for each eligible shift
20 worked in a bi-weekly pay period.

21 An employee whose pay range is established in Section 2(a) shall receive shift differential for
22 working a portion of an eligible shift, providing the portion of the shift not worked is charged to

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

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

7 **(c) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
8 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.
9 This differential shall be one percent (1 percent) of an employee's base bi-weekly rate. An
10 employee shall receive weekend differential for working any portion of an eligible day. This
11 differential shall only be paid for whole hours worked, providing the portion of the day not worked
12 is charged to paid leave. Weekend differential shall not be paid to employees compensated on an
13 hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will
14 the weekend differential be paid to full-time regular employees docked for any portion of a day on
15 which the differential would otherwise be paid.

16 **(d)** The Chief Medical Examiner may establish per performance rates of pay, hourly rates of
17 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
18 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
19 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established
20 considering the nature of employment, community practices in compensating similar employment,
21 and the purpose of the program for which the rate is established. Employees paid per performance,
22 hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical leave or holiday leave

1 with pay or other benefits accorded employees paid a bi-weekly rate except that an appointing
2 authority, with the prior approval of the Chief Medical Examiner, and when sufficient funds have
3 been appropriated for the fiscal year, may establish a modified level or type of benefit program
4 when the provision of such benefit is needed in order to attract and retain sufficiently qualified
5 employees to work in specific per performance, hourly, or unit-of-work assignments.

6 The Chief Medical Examiner is not permitted to utilize per performance and hourly employees as
7 a method of replacing bi-weekly rate employees who would be entitled to employee benefits.
8 Therefore, per performance and hourly employees will be limited to work an equivalent of ten (10)
9 months of full-time employment (1,733 hours) per year.

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

13 **(f)** The Chief Medical Examiner, may establish rates and conditions under which
14 compensation may be granted for periods of time during which an employee is away from the job
15 site but restricted in his/her activities because of an assignment by the Chief Medical Examiner to
16 be available for a call to return to the work site to perform emergency duties. Pay rates and
17 conditions established under the provisions of this Section 2(l) may include reasonable minimum
18 pay guarantees for employees required to return to the work site to perform emergency duties. The
19 provisions of this Section 2(l) shall not be construed to restrict the right of the Medical Examiner
20 to establish call back procedures for employees as an established condition of employment.

1 **(g)** The Chief Medical Examiner may authorize payment of special recruitment bonuses,
2 travel, moving and related expenses to recruit employees for positions when funds for this purpose
3 are appropriated to the Office of the Medical Examiner.

4 **(h)** The Chief Medical Examiner may approve the payment of hiring incentives to current
5 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
6 shall be in any amount up to twenty-five percent (25 percent) of the annual salary of the position
7 for which the recruitment is made.

8 **(i)** (1) The Chief Medical Examiner may establish cash awards or other incentives for an
9 employee or group of employees to recognize and reward increased productivity or effectiveness.
10 The incentives offered may include cash, paid time off, and such other reasonable incentives as
11 the Chief Medical Examiner may determine. Cash awards shall be made from the personal services
12 appropriation of the unit, the account from which the employee's salary is paid or from a general
13 appropriation for this purpose.

14 (2) The Chief Medical Examiner may establish a program of cash awards or other incentives,
15 not to exceed ten percent (10 percent) of annual salary, paid as an addition to pay, for the purpose
16 of providing additional compensation for employees who are fluent in a foreign language and who
17 use this skill in the necessary and regular recurring performance of the duties of their position.
18 Cash awards shall be made from the personal services appropriation of the unit, the account from
19 which the employee's salary is paid or from a general appropriation for this purpose. Cash awards
20 and incentives under this program shall be made in accordance with guidelines established by the
21 Chief Medical Examiner.

1 (3) Notwithstanding any other provision in this ordinance, the Chief Medical Examiner is
2 authorized to extend the maximum of the pay ranges by up to twenty-five percent (25 percent) for
3 the purpose of compensating positions which are extremely hard to fill.

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

14 (j) An employee who is appointed to a position requiring advanced technical skills or
15 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
16 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
17 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
18 possesses exceptional academic qualifications related to the duties of the position or that the
19 employee is registered or certified by an organization or board recognized by the Chief Medical
20 Examiner to be especially suited, considering the duties of the position, and when such academic
21 qualification, registration, or certification is not deemed a necessary qualification for the class of
22 position.

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

8 **(k)** The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
9 expenses incurred by employees for the purchase of uniform apparel required in the performance
10 of the duties of their positions, when funds have been budgeted therefore.

11 The Chief Medical Examiner may exercise the option to furnish such uniform as may be required
12 in the employee's performance of his/her duties.

13 The Chief Medical Examiner may establish regulations relating to employees' eligibility for
14 reimbursement for uniforms.

15 Further, when funds have been budgeted therefore, the Chief Medical Examiner may authorize
16 reimbursement to uniformed investigative or autopsy room employees of up to fifty dollars (\$50)
17 per incident for damage to personal property sustained while the employee was directly engaged
18 in performing assigned and/or authorized duties during a shift.

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

1 assignments for which Contingency Assignment Differential will be paid. The assignment of an
2 employee to said assignment having a contingency assignment differential will be determined by
3 the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In
4 addition, the removal of an employee from said assignment shall not constitute a demotion or
5 reduction in pay. The Chief Medical Examiner will review the qualifications of the employee
6 being considered for the assignment to determine if they meet the necessary minimum
7 qualifications for the position being considered.

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

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

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

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

9 **(m)** City employees who are required by the Chief Medical Examiner to routinely use their
10 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
11 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

12 **SECTION 3. SUBSISTENCE AND MAINTENANCE CHARGES**

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

21 **SECTION 4. SALARY RANGE LIMITATIONS**

No employee in the Medical Examiner's Office 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 Chief Medical Examiner 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 Chief Medical Examiner finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate.

The Chief Medical Examiner 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.

In the event that the Chief Medical Examiner finds that it is difficult to secure the services of sufficient numbers of employees for a class or occupational series after a diligent recruitment effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which is not more than twenty-five percent (25 percent) above the maximum established in this ordinance.

(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

1 salary range which takes into consideration the employee's prior service in the position, as
2 determined by the Chief Medical Examiner.

3 **SECTION 6. PROMOTION, DEMOTION, REALLOCATION, TRANSFER AND**
4 **TEMPORARY PROMOTION**

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

8 **(a)** Promotion: This shall be defined as a change of an employee in the Medical Examiner's
9 Office from a position of one class to a position of another class with a higher pay grade or a higher
10 starting minimum salary.

11 (1) When an employee is promoted to a position in the General or Management Pay Schedule,
12 the employee's current bi-weekly rate of pay shall be set at a rate which is five percent (5 percent)
13 higher than the rate received immediately prior to the promotion. The Chief Medical Examiner,
14 may increase the pay of an employee up to twenty percent (20 percent) when such action is needed
15 to attract experienced, qualified candidates for a position. Such salary determinations shall take
16 into consideration the nature and magnitude of the accretion of duties and responsibilities resulting
17 from the promotion. However, no employee shall be paid less than the minimum rate nor more
18 than the maximum rate for the new class of position, except as otherwise provided in this
19 ordinance.

20 (2) Temporary Promotion: When an employee, whose salary range is established in Section
21 2(a) is certified and temporarily promoted to a vacant position, for a limited duration, the
22 employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this Section. Upon

1 expiration of the temporary promotion, the employee shall be returned to his/her former rate of
2 pay, adjusted by any increases the employee would have received in the absence of the temporary
3 promotion. In no case shall the employee's salary be above the maximum of the salary range,
4 unless otherwise provided for in this ordinance.

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

8 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of the
9 Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall be
10 established at a rate within the range for the new position which is at least five percent (5 percent)
11 lower than the rate received immediately prior to the demotion, except no employee shall be
12 reduced below the minimum of the range unless otherwise provided for in this ordinance. The
13 amount of the reduction shall be determined by the Chief Medical Examiner.

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

21 (3) When an employee is demoted for reasons in the best interest of the Medical Examiner
22 Office as determined by the Chief Medical Examiner, his/her salary may be reduced by reason of

the new salary range and grade with the prior approval of the Chief Medical Examiner. If the salary of such employee is above the maximum for the new position the employee's salary shall not be increased so long as he/she remains in the position, except as otherwise provided by this ordinance.

(c) Reallocation:

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

(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;

(1) Any employee whose salary is established in Section 2(a) – General and Management Pay Schedules, may receive a service rating in accordance with the City’s Service Rating Manual. The rating together with the standards of performance established in the rating manual shall determine eligibility for a one-point five percent (1.5 percent) within-range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other pay regulation(s) or ratings as determined by the Chief Medical Examiner. Notwithstanding any other section of this ordinance, all employees in the General and Management pay schedules who would be eligible to receive an annual increase on their regular Service Rating date will receive a one-point five percent (1.5 percent) increase regardless of their current rate or place in the pay schedule.

(2) A non-exempt (Overtime Code 3) employee whose pay is established in Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the City’s Service Rating Manual, shall have his/her salary reduced as determined by the standards established in the City’s 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 or an across-the-board ordinance increase, an increase resulting from an authorized incentive program,

1 or an upgrade of the classification concurrent with adoption of the ordinance. Absence from
2 service as a result of any authorized paid leave, suspensions, military leave, or family/medical
3 leave will not interrupt continuous service. Absence from service for any other cause shall result
4 in breaking continuity of service and establishment of a new anniversary date, except as otherwise
5 provided in this ordinance. The Chief Medical Examiner may authorize different anniversary dates
6 for an employee or groups of employees.

7 **(c)** The Chief Medical Examiner may evaluate the performance of an employee whose salary
8 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
9 intervals as described above except in the case of:

10 (1) Exceptional performance of duties:

11 With the prior approval of the Chief Medical Examiner may advance the salary of an employee
12 who demonstrates exceptional performance of duties after serving twenty-six (26) weeks of
13 employment at the same rate in the salary range by not more than ten percent (10 percent); this
14 may be in addition to any merit increase received.

15 (2) Substandard performance of duties:

16 The Chief Medical Examiner may reduce the salary of an employee whose level of performance
17 is significantly diminished and no longer warrants payment at the current rate within the range as
18 provided in the City's Service Rating Manual; providing the employee's salary is above the
19 minimum of the range, established in Section 2(a) and allocated to Overtime Code 3.

20 The granting of any such increase or decrease in salary shall be made at the beginning of a payroll
21 period, as determined by the Chief Medical Examiner, following approval of such salary action.

1 **(d)** The Chief Medical Examiner may approve adjustments to correct or mitigate serious and
2 demonstrable internal pay inequities. Salary adjustments under this provision shall preclude
3 adjustments to compensate or reward employees for long-term or meritorious service.

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

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

13 **(g)** The Chief Medical Examiner may approve a within range salary adjustment or other
14 incentives to retain employees in positions that are difficult to fill, or because of their unique
15 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

16 **SECTION 8. INCOME SOURCES**

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

1 Whenever an employee not on an approved paid leave works for a period less than the regularly
2 established number of hours a day, days a week or days bi-weekly, the amount paid shall be
3 proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
4 employee's position. The payment of a separate salary for actual hours worked from two (2) or
5 more departments, divisions or other units of the City for duties performed for each of such
6 agencies is permissible if the total salary received from these agencies is not in excess of the
7 maximum rate of pay for the class.

8 **SECTION 9. CONVERSION**

9 **(a)** Pay schedules in Sections 2(a) in **Ordinance 71746** shall continue in effect until the
10 beginning of the first bi-weekly pay period starting after the effective date of this ordinance, and
11 the rates to be paid to employees in positions of any classes for which a rate is established or
12 changed in Section 2(a) of this ordinance shall become effective and be adjusted (if necessary) as
13 follows:

14 The salary of each employee whose pay range is established in Section 2(a) of this
15 ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as
16 determined by the Chief Medical Examiner shall have their current salary increased to a rate,
17 rounded to the nearest whole dollar, which is not less than but is closest to a rate which is five
18 percent (5 percent) higher than the rate received immediately prior to promotion, but not less than
19 the minimum of the pay range, whichever is the greater.

20 **(b)** No employee shall be reduced in salary by reason of the adoption of the new pay schedules
21 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 Chief Medical Examiner 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) – General and
7 Management Pay Schedules whose bi-weekly rate is within the range of pay or above the
8 maximum of the range of pay shall have their bi-weekly rate increased by three percent (3 percent)
9 effective beginning with the start of the bi-weekly pay period following the effective date of this
10 ordinance.

11 (f) The Chief Medical Examiner shall establish such procedures as needed to place this
12 ordinance in effect and interpret its provisions.

13 **SECTION 10. PAYMENT OF SALARIES**

14 All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly. The
15 Chief Medical Examiner and Comptroller shall establish the procedure for listing employees on
16 the 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.

22 **SECTION 11. CHANGES TO CLASSIFICATION PLAN**

1 Whenever the Chief Medical Examiner finds it necessary to add a new class to the classification
2 plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and schedule in
3 this ordinance and notify the Board of Aldermen of this action.

4 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of an
5 existing class within the classification plan, the Chief Medical Examiner shall change the overtime
6 code and notify the Board of Aldermen of this action.

7 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of an existing
8 class within the classification plan, the Chief Medical Examiner shall allocate the class to the
9 appropriate schedule in this ordinance and notify the Board of Aldermen of this action.

10 The pay grade allocated to a class of position within the classification plan shall remain unchanged
11 for the duration of the existing compensation ordinance. Whenever the Chief Medical Examiner
12 considers it necessary to change the pay grade of an established class of position, such adjustment
13 can only be made concurrent with the adoption of a new compensation ordinance.
14 Recommendation for the allocation of a new pay grade shall be made by the Chief Medical
15 Examiner for final approval by the Board of Aldermen.

16 **SECTION 12. PAYROLL FORM**

17 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall certify to
18 the fact that a vacancy exists in a lawfully created position and to the lawful appointment of a
19 person to fill the position. The Chief Medical Examiner shall indicate on these forms the proper
20 allocation of the position and the rate at which payment is to be made. When approved by the
21 Chief Medical Examiner and submitted to the Comptroller, these forms shall constitute
22 authorization for the initial placing of a person's name on the payroll. The Comptroller shall not

1 authorize any change in the rate of pay of an individual on the payroll unless approved by the Chief
2 Medical Examiner. The Comptroller shall provide the Chief Medical Examiner with a copy of
3 each payroll audited and found correct within twenty-one (21) days after audit and approval of the
4 payroll by the Comptroller's Office.

5 **SECTION 13. CERTIFICATION OF PAYROLL**

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

11 **SECTION 14. MINIMUM WORK HOURS**

12 The Chief Medical Examiner shall establish procedures to assure that the employees under his/her
13 supervision are actively engaged in the performance of the duties of their positions in accordance
14 with the provisions of this section.

15 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
16 established for each position in the work unit. Work schedule reports shall be submitted upon
17 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
18 the permanent work schedule of a position. The work schedule submitted by the
19 manager/supervisor shall constitute the normal work schedule for the position when approved by
20 the Chief Medical Examiner.

21 All employees in the Medical Examiner's Office shall be in attendance at their work in accordance
22 with schedules established under the provisions of this Section 14, subject to other provisions of

1 this ordinance with respect to hours, holidays, vacation, medical leave, furloughs, sick leave,
2 military leave, and leaves of absence with or without pay.

3 **(a)** Employees whose salaries are established in Section 2(a): Forty (40) hours shall constitute
4 the average minimum required weekly hours of service in an employment cycle under regular full-
5 time employment for all City employees paid on a bi-weekly basis and occupying positions in the
6 Medical Examiner's Office. The minimum daily and annual service required of such employees
7 shall be in proportion to the average minimum weekly hours established.

8 Each manager/supervisor shall so arrange the time for reporting for work, for luncheon
9 intermission, and for quitting work of the various employees under their jurisdiction.

10 **(b)** Management Employees: Managers for employees occupying full-time positions whose
11 salaries are established in Section 2(a) of this ordinance shall initiate procedures to see that such
12 employees are engaged in the performance of their duties on a full-time basis. Full-time
13 employment for any employee whose classification is denoted in the Management Schedule shall
14 be defined as an average of forty (40) hours per week of time devoted to the duties of the position
15 on an annual basis.

16 **SECTION 15. OVERTIME**

17 **(a)** The Chief Medical Examiner shall determine those positions in the Medical Examiner's
18 Office of the City of St. Louis which are exempt from overtime compensation and those positions
19 which are not exempt from overtime compensation. The overtime codes established for each class
20 in Section 1(a) of this ordinance shall be interpreted as follows:

21 OVERTIME CODE (OVTM):

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

4 2 These are supervisory, professional, and administrative classes that are exempt from
5 overtime compensation, but which the City compensates for overtime at the straight (1.0x) time
6 rate.

7 3 These are non-exempt classes that receive overtime compensation at the one and one-half
8 (1.5x) time rate.

9 Managers/Supervisors are prohibited from changing employee work schedules to avoid the
10 payment of overtime.

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

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

19 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works hours in
20 excess of the maximum established for an official work week or work cycle, usually forty (40)
21 hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition

1 to the actual hours worked, vacation, and compensatory time only shall count as hours worked for
2 the purpose of determining eligibility for overtime compensation.

3 **(a)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
4 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
5 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
6 the Chief Medical Examiner the official work week or work cycle, which is usually forty (40)
7 hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an
8 exempt (Code 2) position is directed by management, with the approval of the appointing
9 authority, to work hours in excess of the maximum established for an official work week or work
10 cycle it shall be considered overtime. In addition to the actual hours worked, vacation, and
11 compensatory time only shall count as hours worked for the purpose of determining eligibility for
12 overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's
13 regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate
14 of one (1) hour for each hour of overtime worked. The average number of scheduled hours in a
15 bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular
16 hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing
17 the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
18 of work in a bi-weekly pay period.

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

1 **(c)** The Chief Medical Examiner may compensate Overtime Code 1 employees at the straight-
2 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis
3 declares an emergency due to serious and protracted conditions which threaten continuous City
4 Service, preservation of public peace, health, or safety, and 2) the Chief Medical Examiner directs
5 an employee or group of employees to work in excess of forty (40) hours per week. The
6 manager/supervisor shall maintain attendance records of the assignment(s) and submit such
7 records at the request of the Chief Medical Examiner.

8 **(d)** Employees who wish to use compensatory time earned in lieu of pay must make their
9 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
10 manager/supervisor shall keep in mind the staffing needs of the department when granting time
11 off, but in any case, time off will not be unreasonably denied.

12 Pay shall be the regular method of compensation for recorded overtime hours of work for
13 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
14 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
15 time off in lieu of pay only if the employee requests compensatory time, in writing.

16 Employees engaged in public safety, emergency response or seasonal activity as defined by the
17 Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours of
18 compensatory time; except that Management Personnel shall only be allowed to accumulate up to
19 forty (40) hours of compensatory time. All other employees are allowed a maximum balance of
20 one hundred twenty (120) hours of compensatory time. These maximum balances of
21 compensatory time shall apply to employees working an average work week of forty (40) hours;
22 the maximum balance of compensatory time for employees whose average work week is more or

1 less than forty (40) hours shall be proportionate. No provision of this section establishing a
2 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
3 employee or to deny an employee payment for recorded compensatory time earned in accordance
4 with the provisions of the compensation ordinance in effect at the time the compensatory time was
5 earned.

6 Each manager/supervisor shall establish procedures to assure that non-exempt employees are
7 promptly granted time off when such employees request to use their earned compensatory time.

8 A manager/supervisor may not deny non-exempt employees' requests for earned compensatory
9 time off except when such approval would create an extreme business hardship. When a
10 manager/supervisor determines that the work schedule of the organization will not permit the
11 granting of such time off, the manager/supervisor shall pay the employee in that same pay period
12 for all or a portion equivalent to the time requested of the employee's accrued compensatory time.
13 This provision requiring the prompt granting of requested time off applies only to compensatory
14 time that is earned as a result of the employee working overtime; it does not apply to compensatory
15 time earned as a result of an incentive program or bonus award program.

16 Compensatory time earned by exempt employees shall be granted to an employee at the discretion
17 of the manager/supervisor in one of the following ways: 1) on request of the employee; 2) on
18 termination of services with the City.

19 **(e)** Before an employee is transferred, promoted or demoted from a position under one
20 manager/supervisor to a position under another manager/supervisor or to another unit with a
21 different appropriation, all compensatory time shall be granted or paid. Upon the death of an

employee, the person or persons entitled by law to receive any compensation due to the employee shall be paid any amount due to the employee on the date of death.

(f) All sections shall keep daily attendance records of Medical Examiner Employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified as required or requested.

SECTION 16. HOLIDAYS

(a) Medical Examiner 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
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 Medical Examiner employees
2 shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as established by
3 this Section 16 on any day or partial day the Mayor declares by proclamation the closing of City
4 offices.

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

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

19 **(b)** Each manager/supervisor shall determine the manner of granting holidays and shall report
20 his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner.
21 When full-time employees, whose pay is established in Section 2(a) of this compensation
22 ordinance, are required to work on a holiday they shall be entitled to compensation for the holiday

1 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
2 to the number of hours an employee is regularly scheduled to work in a day or shift.

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

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

9 The holiday compensation procedures established by this Section 16 shall apply to full-time
10 Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees shall be
11 compensated for holidays in proportion to the percentage of time they are regularly scheduled to
12 work. Employees paid on an hourly or per performance basis shall not be entitled to holiday
13 compensation, except as otherwise provided in this ordinance.

14 In the event that the holiday schedule established in this Section 16 is revised, employees who are
15 granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
16 accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave
17 policies for employees occupying public safety positions which qualify for the special overtime
18 pay provisions under Federal law or for employees with official work schedules authorized by the
19 Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule.
20 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
21 the same manner who work substantially equivalent work schedules.

22 **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 percent) time or more. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner's Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), with appointment date before April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 or more years	9	234

Employees employed before July 18, 2010 whose pay is established in Section 2(a) 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,

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a) with appointment date on or after April 23, 1989.

1 PAY ESTABLISHED

2 IN SECTION

3 2(a)

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

11 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of this
12 ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service,
13 fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty
14 (40) hours of vacation added to their existing balance.

15 (c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their
16 vacation balance upon completion of five (5) years of cumulative service, ten (10) years of
17 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
18 service.

19 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
20 and accrual maximums for vacation are for employees working a scheduled work week of forty
21 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
22 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 percent) time or who is serving in a limited-term position shall be eligible to accrue vacation.

(e) (1) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working more or less than forty (40) hours per week, but at least fifty percent (50 percent) time, shall be established in accordance with Section 17 of this ordinance.

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

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

(1) of appointment;

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

(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 or beginning of terminal leave.

(g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted to the employee at the discretion of the manager/supervisor 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 manager/supervisor.

(3) When an employee is terminated or resigns from the Medical Examiner's Office.

(4) When an employee whose salary is established in Sections 2(a) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the manager/supervisor 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 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave, which was proposed in writing.

(5) All employees may request payment from the appointing authority for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not

1 permit them to be absent from work. These requests are subject to the prior approval of the Chief
2 Medical Examiner.

3 **(h)** During the first twelve (12) months of employment, unless stated otherwise in this
4 ordinance, accrued vacation may be granted to an employee provided that the employee has
5 completed six (6) months of continuous service. When the service of an employee is terminated
6 after twelve (12) months of continuous service, any accumulated vacation that is due the employee
7 shall be paid. When employment is terminated before completing twelve (12) months of
8 continuous service, any previously advanced vacation leave shall be deducted from the employee's
9 final pay.

10 **(i)** Employees who separate from the Medical Examiner's Office and who return to the
11 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
12 for prior continuous service in determining the vacation accrual rate in accordance with Section
13 17(a) or 17(b) of this ordinance and based on the date of the employee's original appointment.

14 **(j)** Employees who move to the Medical Examiner's Office from a non-Medical Examiner's
15 Office shall be given credit for the years of service in the non-Medical Examiner's Office in
16 determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance
17 and based on the date of the employee's original appointment.

18 **(k)** Employees who return to work from a "reemployment from layoff" eligible list shall be
19 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
20 the employee has completed six (6) months of continuous service prior to the layoff and with
21 approval of the manager/supervisor. An employee who has completed less than six (6) months of

continuous service will be required to complete the remaining portion of the six (6) months period before being eligible to use vacation.

Any such reemployed worker shall be given credit for prior continuous service in determining the employee's vacation accrual rate in accordance with the schedule established in Section 17(a) or 17(b) of this ordinance and based on the employee's original appointment.

(l) Managers/supervisors 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.

(m) 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.

(n) With the approval of the Chief Medical Examiner, 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. The Chief Medical Examiner may pay previously accrued vacation off in a lump sum to an employee whose service with the City Medical Examiner's Office has terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum payment shall include compensation for any holidays occurring during the employee's terminal vacation leave period as if employee's vacation had been run out on payroll.

(o) Employees occupying excepted positions in the Medical Examiner's Office shall be granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in an

1 excepted position ends and who is then appointed to a permanent competitive position working
2 fifty percent (50 percent) time or more shall become eligible to accrue vacation leave with pay
3 upon appointment to the competitive position. Length of cumulative service for the purpose of
4 determining rate of vacation leave accrual shall be based on the employee's original date of
5 appointment to the excepted position, providing there was no break in service between expiration
6 of the excepted position and appointment to the permanent competitive position. The date of
7 appointment to the permanent competitive position shall be used to determine the appropriate rate
8 of vacation accrual for the corresponding length of cumulative service in accordance with the
9 schedule established in Section 17(b).

10 **(p)** Managers/supervisors shall report leave with pay for vacation and such other authorized
11 absences as the Chief Medical Examiner shall designate in such form and at such time as the Chief
12 Medical Examiner may require.

13 **SECTION 18. SICK LEAVE**

14 **(a)** Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
15 may choose to use his/her sick leave in accordance with regulations established by the Chief
16 Medical Examiner.

17 **(b)** An active employee who is a member of the Employees Retirement System of the City of
18 St. Louis, and who applies for retirement and immediately retires from active service, shall receive
19 payment for his/her sick leave balance less any sick leave credited or paid to a member or used in
20 the calculation of retirement benefits under this or any other ordinance(s). If the Employees
21 Retirement System provides for sick leave to be credited or paid to a member or used in the
22 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50

percent) 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 percent) of the value of the employee's sick leave balance at time of retirement.

(c) If a member of the Employees 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 Chief Medical Examiner.

(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 be used in the determination of pension benefits paid to the retiree.

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 percent) time or more in accordance with regulations and procedures established by the Chief Medical Examiner.

(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 **(b)** The Chief Medical Examiner may establish a system of cash awards, paid time off or other
2 incentives to reward employees for perfect and near perfect attendance.

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

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

12 **(e)** All leave with or without pay for illness, injury, or physical inability to perform assigned
13 duties shall be recorded on the payroll or a subsidiary document in the manner established by the
14 Chief Medical Examiner. Compensation for periods of absence from work when an employee
15 sustains an injury by accident on the job shall be governed by the provisions of Section 25
16 (Workers' Compensation and Disability Leave) of this ordinance.

17 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior medical
18 leave balance and sick leave balance restored if any, provided any sick leave balance has not been
19 credited to the employee's length of service in determining pension benefits paid to the retiree. An
20 employee who is reemployed from an authorized layoff and who has a medical and/or sick leave
21 balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff
22 may take approved medical and/or sick leave upon reemployment.

(g) Each manager/supervisor shall institute procedures, in accordance with regulations established by the Chief Medical Examiner 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.

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.

Each employee is required to give advance notice (at least 30 days prior to departure when feasible), preferably in writing, of service obligation or intention to perform services in the uniformed services, unless such notice is prevented by military necessity, as determined 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.

SECTION 21. EDUCATION REIMBURSEMENT

A manager/supervisor may, with the prior approval of the Chief Medical Examiner, 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 budgeted therefore.

A manager/supervisor, with the approval of the Chief Medical Examiner, 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 22. LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE

An employee may request a leave of absence, or a manager/supervisor 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 Chief Medical Examiner.

(a) A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an employee in the Medical Examiner's Office a general leave of absence without pay for a period of one year, which may be extended, with the prior approval of the Chief Medical Examiner. Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive position he/she occupied at the time the leave was granted provided the position is still in existence and he/she is able to perform the duties of the position. The employee shall be reinstated to the competitive position at the same relative rate in the salary range the employee occupied at the time

1 the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the
2 leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the
3 City, an employee on leave other than military leave or qualifying family/medical leave may be
4 notified by the appointing authority, with the approval of the Chief Medical Examiner, to return
5 prior to the expiration of such leave. Failure of the employee to return within ten (10) calendar
6 days after receipt of such notice shall terminate his/her leave of absence and be just cause for
7 dismissal, subject to any applicable federal, state or local regulations.

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

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

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

19 **(c)** Any employee in the Medical Examiner's Office who is appointed to a position in the
20 Medical Examiner's Office shall be granted an in-service leave without pay from the position
21 during the term to which he/she is appointed to the position. Such leave shall be for the term of
22 the appointment to the position and until his/her successor qualifies. Upon the expiration of the

1 appointment to the position, the employee shall be reinstated to the position he/she occupied
2 immediately prior to the in-service leave. The employee shall be reinstated to the position as under
3 a temporary promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned
4 to a position shall retain any vacation, compensatory time, sick leave, or medical leave balance in
5 effect at the time of granting of the leave of absence for appointment to the position. Employees
6 shall be given credit for time spent in an appointment in computing eligibility for additional
7 vacation leave accrual.

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

17 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
18 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
19 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and
20 medical leave during the period of non-paid leave. Upon the expiration of such leaves of absence,
21 the employee shall follow the procedures as established in this Section 22 and any other applicable
22 regulations and procedures as established by the Chief Medical Examiner.

1 **(f)** A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
2 employee on a forced leave of absence with or without pay pending the outcome of an investigation
3 or of a pending disciplinary action against the employee. Employees being placed on forced leave
4 may elect to be placed on either vacation leave or compensatory time.

5 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
6 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
7 program.

8 **SECTION 23. INSURANCE BENEFITS**

9 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise plans
10 for life, health, medical, disability, and other insurance coverage deemed necessary for employees
11 in the Medical Examiner's Office and other employees for the City and their dependents. The
12 Department of Personnel shall develop and administer programs to provide for such coverage. The
13 Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1st
14 of each year regarding coverage plans and the appropriate funding level. The Director shall then
15 be charged with the responsibility of establishing the applicable funding level and remittance rates
16 for the aforementioned plans and certify same to the Comptroller and Budget Director by March
17 1st of each year. The Director of Personnel may amend said rates as needed.

18 **SECTION 24. DEATH BENEFIT**

19 In the event any employee of the City whose pay is established by this ordinance dies as a result
20 of injuries arising out of and in the course of his/her employment by the City, the City shall pay
21 compensation in accordance with the Missouri Workers' Compensation Law. The Chief Medical
22 Examiner and the City Counselor shall establish procedures for making the payments required by

1 the Missouri Workers' Compensation Law. The Comptroller shall designate the fund or
2 appropriation out of which such payment shall be made. Such compensation shall be in addition
3 to any life insurance benefits paid for by the City or by the employee which is available to the
4 employee's beneficiaries and also in addition to any benefit provided by the Employees Retirement
5 System of the City of St. Louis.

6 **SECTION 25. WORKERS' COMPENSATION AND DISABILITY LEAVE**

7 **(a)** Any employee in the Medical Examiner's Office whose class title and grade are established
8 in Section 1(a) and denoted by the suffix "G," or "M" of this ordinance, including employees who
9 are compensated on a per performance or unit of work basis, who shall suffer personal injury by
10 accident or occupational disease arising out of and in the regular course of employment while
11 engaged in or about the premises where an employee's duties are being performed or where an
12 employee's presence is required as part of his/her employment, shall promptly report such injury
13 by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn
14 report, through the manager/supervisor, all facts concerning the incident to the City Counselor and
15 the Chief Medical Examiner. The manager/supervisor shall promptly provide such written
16 information and recommendations as may be requested by the City Counselor to aid in making the
17 determination of the period of disability.

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

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

4 **(b)** The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
5 an employee to undergo a physical examination and medical or surgical treatment at the expense
6 of the City to diagnose and treat injuries or illnesses arising out of employment.

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

11 **(d)** The City Counselor and the Chief Medical Examiner shall be responsible for the
12 administration of the provisions of this Section and shall establish and publish procedural
13 regulations for the administration of the program. Each manager/supervisor shall establish
14 procedures to comply with the provisions of this section and established regulations.

15 **SECTION 26. JURY AND WITNESS LEAVE**

16 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent (50
17 percent) time or more for such time when such employees are serving as jurors pursuant to order
18 of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
19 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
20 hours to his/her manager/supervisor and display to the manager/supervisor the summons which
21 the employee has received and shall give the manager/supervisor in writing the date and the time
22 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury

Commissioner or the United States District Court system for jury service for days the employee receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for days when the employee receives no compensation from the City (off days, docks, leaves, etc.). Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee shall forthwith report to his/her manager/supervisor if discharged during their normally scheduled work hours and shall submit to his/her manager/supervisor a written statement from the Jury Commissioner certifying that the employee has served as a juror and the time and date so served. The manager/supervisor shall, upon receipt of the statement of jury service, credit the employee with paid jury leave for such service.

(b) Leave with pay shall be granted to bi-weekly rate employees for such time when the employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly rate 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 manager/supervisor and shall give the manager/supervisor in writing the date and time his/her presence is required for such criminal prosecution. Each manager/supervisor shall establish controls to assure that any paid leave is actually required by the prosecuting authority. A manager/supervisor 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 27. 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 any of
20 the aforementioned Deferred Compensation provisions contained in this Section, the Board of
21 Estimate and Apportionment of the City of St. Louis may amend the deferred compensation plan

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

3 **SECTION 28. RETIREMENT**

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

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

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

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

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

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

19 (2) The balance of a member's sick leave pay on the date of retirement less sick leave hours
20 paid to the member upon termination of his/her employment and less sick leave hours considered
21 as creditable service for the purpose of determining eligibility for retirement benefits, except that

1 said balance cannot exceed twenty-five percent (25 percent) of a member's total sick leave on the
2 date of retirement.

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

5 (4) Twelve (12).

6 The years of creditable service of a member shall be the number of years and completed months
7 of service during which he/she receives compensation from the first day of the calendar month
8 following the date of the beginning of each employment with an employer until his/her
9 employment is terminated, subject to the provisions of this section. The years of creditable service
10 of an employee hired after the operative date 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 October
13 1, 1988, of the beginning of each employment with an employer until his/her employment is
14 terminated. No creditable service shall be granted for any period of employment before October
15 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable
16 service for prior employment shall be granted an employee who becomes a member after April 1,
17 1960, unless he/she was employed by an employer on April 1, 1960.

18 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below shall be
19 considered as additional creditable service for calculation of retirement benefits under any
20 provision of this ordinance:

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

- (b) Sick leave hours paid to the member upon termination of his/her employment, and
- (c) Sick leave hours used in determining final average compensation.

SECTION 29. SEVERABILITY

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

SECTION 30. REPEAL OF PREVIOUS ORDINANCES

Ordinance Number 71746 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

SECTION 31. 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.

	SECTION(S)
Alphabetical List of Classes	1

1	Changes to Classification Plan	11
2	Codes for Classes	1
3	Compensatory Time	15, 16
4	For Overtime	15
5	In Lieu of Holiday	16
6	Maximum Balance	15
7	Continuous Service	7, 17
8	For Salary Increase	7
9	For Vacation	17
10	Conversion to New Pay Schedule	9
11	Death Benefit	24
12	Deferred Compensation	27
13	Disability Leave	25
14	Education Assistance	21
15	Holidays	16
16	Hours of Work	14
17	Insurance Benefits	23
18	Jury Leave	26
19	Leaves of Absence	22
20	Emergency	22(d)
21	Excepted Positions, Coverage of	22(c)
22	Family/Medical	22

1	Forced 22(f)	
2	Medical Leave	19
3	Military Leave	20
4	Minimum Hours of Work	14
5	Overtime (OVTM)	1, 15
6	Payroll	12, 13
7	Retirement	28
8	Severability	29
9	Sick Leave	18
10	Vacation	17
11	Workers' Compensation	25
12	Approved:	

ORDINANCE 71746

BOARD BILL NUMBER 109 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 Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing **Ordinance Number 71510**; 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. Alphabetical List of Classes.

(a) Beginning with the effective date of this ordinance, the following positions in the Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance.

TITLE	CODE	GRADE/			
		SCHEDULE	OVTM		
Administrative Assistant I	1621	13	G		3
Administrative Assistant II	1622	14	M		1
Administrative Assistant III	1623	15	M		1
Administrative Secretary	1137	13	G		3
Autopsy Technician I	5411	10	G		3

1	Autopsy Technician II	5412	11	G	3
2	Autopsy Technician III	5413	12	G	3
3	Autopsy Technician Supervisor	5414	13	G	3
4	Custodian/Courier	3711	8	G	3
5	Executive Director for Operations	1736	23	M	1
6	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
7	Forensic Office Administrator I	1621	19	M	3
8	Forensic Office Administrator II	1622	20	M	1
9	Forensic Office Administrator III	1623	22	M	1
10	Medical Transcriptionist	1122	12	G	3
11	Medicolegal Investigation Supervisor	2355	17	M	2
12	Medicolegal Investigator I	2351	13	G	3
13	Medicolegal Investigator II	2352	14	G	3
14	Medicolegal Investigator III	2353	16	G	3
15	Medicolegal Investigator IV	2354	17	G	3
16	Morgue Attendant	5410	8	G	33
17	Secretary	1132	10	G	3
18	X-ray Technician	5441	11	G	3
19	Intern – Level 1	9991	00	I	3
20	Intern – Level 3	9992	00	I	3
21	Intern – Level 3	9993	00	I	3
22	Intern – Level 4	9994	00	I	3

1	Intern – Level 5	9995	00	I	3
2	Intern – Level 6	9996	00	I	3

3 **SECTION TWO.** Official Pay Schedule for Medical Examiner Grades.

4 The Chief Medical Examiner recommends pay schedules for all pay grades denoted in
 5 Section One (a) of the classification plan prepared and adopted by management. The official pay
 6 schedules and their corresponding salary ranges as hereby adopted in this Section Two are as
 7 follows:

8 (a) GENERAL AND MANAGEMENT PAY SCHEDULE:

9 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
 10 "G" or "M" shall become effective beginning with the bi-weekly pay period following the
 11 effective date of this ordinance.

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

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
8	1246	1446
9	1236	1569
10	1246	1704
11	1240	1854
12	1308	2015
13	1442	2221
14	1653	2546
15	1894	2923
16	2173	3353

1	17	2494	3851
2	18	2860	4422
3	19	3285	5079
4	20	3772	5834
5	21	4070	6297
6	22	4391	6798
7	23	4739	7340

8

9 (b) **SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments.
10 The Chief Medical Examiner shall determine the work assignments for which shift differential
11 will be paid. The assignment or removal of an employee from a work assignment having a shift
12 differential shall be determined by the appointing authority and will not constitute a promotion,
13 demotion, advancement or reduction in pay. The shift differential shall be added to the
14 employee's regular bi-weekly rate.

15 (1) In order for an employee in Section Two (a) to be eligible for shift differential
16 compensation, the employee must work a shift that requires the completion of four (4) hours of
17 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are
18 assigned to work schedules that require them to rotate among three shifts (day, evening, night)
19 on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all
20 three shifts worked.

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

4 An employee whose pay range is established in Section Two (a) shall receive shift
5 differential for working a portion of an eligible shift, providing the portion of the shift not
6 worked is charged to paid leave. Shift differential shall only be paid for whole hours worked; a
7 fraction of an hour shall not be counted toward the payment of the differential.

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

12 (c) WEEKEND DIFFERENTIAL: When employees whose pay range is established in
13 Section Two (a) work on a Saturday and/or a Sunday they shall be eligible for weekend
14 differential. This differential shall be one percent (1%) of an employee's base bi-weekly rate. An
15 employee shall receive weekend differential for working any portion of an eligible day. This
16 differential shall only be paid for whole hours worked, providing the portion of the day not
17 worked is charged to paid leave. Weekend differential shall not be paid to employees
18 compensated on an hourly or per performance basis or bi-weekly paid employees who work part-
19 time. Neither will the weekend differential be paid to full-time regular employees docked for
20 any portion of a day on which the differential would otherwise be paid.

21 (d) The Chief Medical Examiner may establish per performance rates of pay, hourly rates of
22 pay, or rates of pay for units of work and the conditions for making of any such payments. Such

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

12 The Chief Medical Examiner is not permitted to utilize per performance and hourly
13 employees as a method of replacing bi-weekly rate employees who would be entitled to
14 employee benefits. Therefore, per performance and hourly employees will be limited to work an
15 equivalent of ten (10) months of full-time employment (1,733 hours) per year.

16 (e) The Chief Medical Examiner may establish trainee rates of pay. Such trainee rates may
17 be established on an hourly, per performance or bi-weekly basis and shall be less than the rate
18 paid to a regular employee.

19 (f) The Chief Medical Examiner may establish rates and conditions under which
20 compensation may be granted for periods of time during which an employee is away from the
21 job site but restricted in his/her activities because of an assignment by the Chief Medical
22 Examiner to be available for a call to return to the work site to perform emergency duties. Pay

1 rates and conditions established under the provisions of this Section Two (l) may include
2 reasonable minimum pay guarantees for employees required to return to the work site to perform
3 emergency duties. The provisions of this Section Two (l) shall not be construed to restrict the
4 right of the Medical Examiner to establish call back procedures for employees as an established
5 condition of employment.

6 (g) The Chief Medical Examiner may authorize payment of special recruitment bonuses,
7 travel, moving and related expenses to recruit employees for positions when funds for this
8 purpose are appropriated to the Office of the Medical Examiner.

9 (h) The Chief Medical Examiner may approve the payment of hiring incentives to current
10 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
11 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
12 which the recruitment is made.

13 (i) (1) The Chief Medical Examiner may establish cash awards or other incentives for an
14 employee or group of employees to recognize and reward increased productivity or
15 effectiveness. The incentives offered may include cash, paid time off, and such other reasonable
16 incentives as the Chief Medical Examiner may determine. Cash awards shall be made from the
17 personal services appropriation of the unit, the account from which the employee's salary is paid
18 or from a general appropriation for this purpose.

19 (2) The Chief Medical Examiner may establish a program of cash awards or other
20 incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the
21 purpose of providing additional compensation for employees who are fluent in a foreign
22 language and who use this skill in the necessary and regular recurring performance of the duties

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

5 (3) Notwithstanding any other provision in this ordinance, the Chief Medical
6 Examiner is authorized to extend the maximum of the pay ranges by up to twenty-five percent
7 (25%) for the purpose of compensating positions which are extremely hard to fill.

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

18 (j) An employee who is appointed to a position requiring advanced technical skills or
19 professional qualifications may be paid at a higher rate than prescribed for the class in Section
20 Two of this ordinance on recommendation of the manager/supervisor with the prior approval of
21 the Chief Medical Examiner. Such advancement shall be made solely on the basis that the
22 employee possesses exceptional academic qualifications related to the duties of the position or

1 that the employee is registered or certified by an organization or board recognized by the Chief
2 Medical Examiner to be especially suited, considering the duties of the position, and when such
3 academic qualification, registration, or certification is not deemed a necessary qualification for
4 the class of position.

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

12 (k) The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
13 expenses incurred by employees for the purchase of uniform apparel required in the performance
14 of the duties of their positions, when funds have been budgeted therefore.

15 The Chief Medical Examiner may exercise the option to furnish such uniform as may be
16 required in the employee's performance of his/her duties.

17 The Chief Medical Examiner may establish regulations relating to employees' eligibility
18 for reimbursement for uniforms.

19 Further, when funds have been budgeted therefore, the Chief Medical Examiner may
20 authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty
21 dollars (\$50) per incident for damage to personal property sustained while the employee was
22 directly engaged in performing assigned and/or authorized duties during a shift.

1 (l) (1) Contingency assignment differential will be paid for certain assignments when
2 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
3 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
4 assignment, not to extend more than one pay period. The Chief Medical Examiner will
5 determine the assignments for which Contingency Assignment Differential will be paid. The
6 assignment of an employee to said assignment having a contingency assignment differential will
7 be determined by the Chief Medical Examiner and will not constitute a promotion or
8 advancement in pay. In addition, the removal of an employee from said assignment shall not
9 constitute a demotion or reduction in pay. The Chief Medical Examiner will review the
10 qualifications of the employee being considered for the assignment to determine if they meet the
11 necessary minimum qualifications for the position being considered.

12 For an employee whose pay range is established in Section Two (a) with the prior
13 approval of the Chief Medical Examiner, the contingency assignment differential will be ten
14 percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each
15 bi-weekly period worked or one percent (1%) of the employee's regular base bi-weekly rate for
16 each shift assignment covered, not to exceed one (1) pay period.

17 (2) Temporary assignment differential will be paid for certain assignments when a
18 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military
19 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
20 period but not more than thirteen (13) pay periods, and offset by any days that the employee by
21 reason of absence is not fulfilling the assignment. The Chief Medical Examiner will determine
22 the assignments for which the temporary assignment differential will be paid. The assignment or

1 removal of an employee from said assignment having a temporary assignment differential will be
2 determined by the Chief Medical Examiner and will not constitute a promotion, demotion,
3 advancement, or reduction in pay. The intended employee must meet the minimum
4 qualifications for the position to be assigned. The temporary assignment differential shall be
5 computed as an addition to pay and not affect the employee's regular bi-weekly rate.

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

12 **(m)** City employees who are required by the Chief Medical Examiner to routinely use their
13 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
14 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

15 **SECTION THREE. Subsistence and Maintenance Charges.**

16 Except as otherwise provided in this ordinance, a deduction shall be made on the payroll
17 or a cash charge shall be collected for subsistence and maintenance provided to employees at a
18 rate to be determined by the employee's department or agency head and the Comptroller of the
19 City of St. Louis. The department or agency head shall establish reasonable charges or
20 deductions which have been calculated and assessed with due consideration for all identifiable
21 costs, including labor and overhead, but shall not exceed the actual cost of the items to the City.
22 When the Chief Medical Examiner determines that the duties and responsibilities of a position

1 require an employee to occupy a room or apartment, there shall be no charge for such
2 accommodations.

3 **SECTION FOUR. Salary Range Limitations.**

4 No employee in the Medical Examiner's Office shall be paid at a rate lower than the
5 minimum or higher than the maximum of the salary range established for the class to which
6 his/her position has been allocated, except as otherwise provided in this ordinance.

7 **SECTION FIVE. Starting Salary.**

8 (a) The rate of pay for an excepted position to be paid upon original appointment to the class
9 shall be determined by the Chief Medical Examiner for the excepted position.

10 (b) Except as otherwise provided in this ordinance, the minimum rate of pay for a position
11 shall be paid upon original appointment to the class unless the Chief Medical Examiner finds that
12 it is difficult to secure the services of persons with minimum qualifications or experienced
13 qualified persons at the minimum rate.

14 The Chief Medical Examiner may establish a recruitment rate for a single position or all
15 positions in a class and authorize employment at an amount above the minimum but within the
16 regular range of salary established for the class. When a recruitment rate is established for an
17 entire class, employees already in such class may have their salaries adjusted to appropriate rates
18 in the new range resulting from the establishment of the recruitment rate.

19 In the event that the Chief Medical Examiner finds that it is difficult to secure the
20 services of sufficient numbers of employees for a class or occupational series after a diligent
21 recruitment effort, the Chief Medical Examiner may establish a new maximum rate for the

1 class(es) which is not more than twenty-five percent (25%) above the maximum established in
2 this ordinance.

3 (c) Employees with permanent status who are eligible for reemployment as determined by
4 the Rules of the Department of Personnel shall be reemployed at an appropriate rate within the
5 new salary range which takes into consideration the employee's prior service in the position, as
6 determined by the Chief Medical Examiner.

7 **SECTION SIX. Promotion, Demotion, Reallocation, Transfer, Temporary Promotion.**

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

11 (a) Promotion: This shall be defined as a change of an employee in the Medical Examiner's
12 Office from a position of one class to a position of another class with a higher pay grade or a
13 higher starting minimum salary.

14 (1) When an employee is promoted to a position in the General or Management Pay
15 Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent
16 (5%) higher than the rate received immediately prior to the promotion. The Chief Medical
17 Examiner, may increase the pay of an employee up to twenty percent (20%) when such action is
18 needed to attract experienced, qualified candidates for a position. Such salary determinations
19 shall take into consideration the nature and magnitude of the accretion of duties and
20 responsibilities resulting from the promotion. However, no employee shall be paid less than the
21 minimum rate nor more than the maximum rate for the new class of position, except as otherwise
22 provided in this ordinance.

(2) Temporary Promotion: When an employee, whose salary range is established in Section Two (a) is certified and temporarily promoted to a vacant position, for a limited duration, the employee's current salary shall be adjusted as provided 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 would 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, unless otherwise provided for in this ordinance.

(b) Demotion: This shall be defined as a change of an employee in the Medical Examiner's Office from a position of one class to a position of another class which has a lower pay grade and a lower starting minimum salary.

(1) If an employee is demoted for disciplinary reasons in accordance with the Rules of the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall be established at a rate within the range for the new position which is at least five percent (5%) lower than the rate received immediately prior to the demotion, except no employee shall be reduced below the minimum of the range unless otherwise provided for in this ordinance. The amount of the reduction shall be determined by the Chief Medical Examiner.

(2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be reduced within the range for the new position which is five percent (5%) lower than the rate received immediately prior to demotion, except that employees who are in a working test period and demote to their previous class of position or pay grade, will return to the rate received immediately prior to the promotion, plus any adjustments as otherwise provided in this

ordinance. No employee shall be paid less than the minimum nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

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

(c) Reallocation:

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

(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 Six (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

1 allocated or may be reallocated, shall not be reduced by reason of the new salary range and
2 grade. The salary of such employee shall not be increased so long as he/she remains in the class
3 of position, except as otherwise provided by this ordinance.

4 **SECTION SEVEN. Salary Adjustment.**

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

8 (a) Competitive positions for which salary is established in Section Two (a) - General and
9 Management Schedule;

10 (1) Any employee whose salary is established in Section Two (a) – General and
11 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
12 Rating Manual. The rating together with the standards of performance established in the rating
13 manual shall determine eligibility for a one-point five percent (1.5%) within-range (merit)
14 increase at intervals as outlined in the City’s Service Rating Manual or other pay regulation(s) or
15 ratings as determined by the Chief Medical Examiner. Notwithstanding any other Section of this
16 ordinance, all employees in the General and Management pay schedules who would be eligible
17 to receive an annual increase on their regular Service Rating date will receive a one-point five
18 percent (1.5%) increase regardless of their current rate or place in the pay schedule.

19 (2) A non-exempt (Overtime Code 3) employee whose pay is established in Section
20 Two (a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the
21 City’s Service Rating Manual, shall have his/her salary reduced as determined by the standards

1 established in the City's Service Rating Manual, but not less than the minimum of the pay grade
2 range.

3 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52)
4 weeks of continuous service from the date of original appointment or from the date of the last
5 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion
6 or an across-the-board ordinance increase, an increase resulting from an authorized incentive
7 program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence
8 from service as a result of any authorized paid leave, suspensions, military leave, or
9 family/medical leave will not interrupt continuous service. Absence from service for any other
10 cause shall result in breaking continuity of service and establishment of a new anniversary date,
11 except as otherwise provided in this ordinance. The Chief Medical Examiner may authorize
12 different anniversary dates for an employee or groups of employees.

13 (c) The Chief Medical Examiner may evaluate the performance of an employee whose salary
14 is established in Section Two (a) of this ordinance for the purpose of a salary adjustment only at
15 intervals as described above except in the case of:

16 (1) Exceptional performance of duties:

17 With the prior approval of the Chief Medical Examiner may advance the salary of an
18 employee who demonstrates exceptional performance of duties after serving twenty-six (26)
19 weeks of employment at the same rate in the salary range by not more than ten percent (10 %);
20 this may be in addition to any merit increase received.

21 (2) Substandard performance of duties:

1 The Chief Medical Examiner may reduce the salary of an employee whose level of
2 performance is significantly diminished and no longer warrants payment at the current rate
3 within the range as provided in the City's Service Rating Manual; providing the employee's
4 salary is above the minimum of the range, established in Section Two (a) and allocated to
5 Overtime Code 3.

6 The granting of any such increase or decrease in salary shall be made at the beginning of
7 a payroll period, as determined by the Chief Medical Examiner, following approval of such
8 salary action.

9 (d) The Chief Medical Examiner may approve adjustments to correct or mitigate serious and
10 demonstrable internal pay inequities. Salary adjustments under this provision shall preclude
11 adjustments to compensate or reward employees for long-term or meritorious service.

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

19 (f) An employee who is temporarily promoted shall be eligible for within range salary
20 adjustments under provisions of this Section Seven.

(g) The Chief Medical Examiner 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 EIGHT. Income Sources.

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

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two (2) 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.

(a) Pay schedules in Section Two (a) in **Ordinance 71510** shall continue in effect until the beginning of the first bi-weekly pay period starting after the effective date of this ordinance, and the rates to be paid to employees in positions of any classes for which a rate is established or

changed in Section Two (a) of this ordinance shall become effective and be adjusted (if necessary) as provided in subsections (b) and (c) of this Section Nine.

(b) All full-time employees whose salary is established in Section Two (a) – General and Management Pay Schedules whose bi-weekly rate is within the range of pay or above the maximum of the range of pay shall have their bi-weekly rate increased by three percent (3%) effective beginning with the start of the bi-weekly pay period following the effective date of this ordinance.

(c) The Chief Medical Examiner shall establish such procedures as needed to place this ordinance in effect and interpret its provisions.

SECTION TEN. Payment of Salaries.

All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly. The Chief Medical Examiner 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 ELEVEN. Changes to Classification Plan.

Whenever the Chief Medical Examiner finds it necessary to add a new class to the classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and schedule in this ordinance and notify the Board of Aldermen of this action.

1 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
2 an existing class within the classification plan, the Chief Medical Examiner shall change the
3 overtime code and notify the Board of Aldermen of this action.

4 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of
5 an existing class within the classification plan, the Chief Medical Examiner shall allocate the
6 class to the appropriate schedule in this ordinance and notify the Board of Aldermen of this
7 action.

8 The pay grade allocated to a class of position within the classification plan shall remain
9 unchanged for the duration of the existing compensation ordinance. Whenever the Chief
10 Medical Examiner considers it necessary to change the pay grade of an established class of
11 position, such adjustment can only be made concurrent with the adoption of a new compensation
12 ordinance. Recommendation for the allocation of a new pay grade shall be made by the Chief
13 Medical Examiner for final approval by the Board of Aldermen.

14 **SECTION TWELVE. Payroll Form.**

15 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
16 certify to the fact that a vacancy exists in a lawfully created position and to the lawful
17 appointment of a person to fill the position. The Chief Medical Examiner shall indicate on these
18 forms the proper allocation of the position and the rate at which payment is to be made. When
19 approved by the Chief Medical Examiner and submitted to the Comptroller, these forms shall
20 constitute authorization for the initial placing of a person's name on the payroll. The
21 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll
22 unless approved by the Chief Medical Examiner. The Comptroller shall provide the Chief

Medical Examiner 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 THIRTEEN. Certification of Payroll.

The Chief Medical Examiner 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 Medical Examiner's Office.

SECTION FOURTEEN. Minimum Work Hours.

The Chief Medical Examiner shall establish procedures to assure that the employees under his/her supervision are actively engaged in the performance of the duties of their positions in accordance with the provisions of this section.

Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule established for each position in the work unit. Work schedule reports shall be submitted upon request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change the permanent work schedule of a position. The work schedule submitted by the manager/supervisor shall constitute the normal work schedule for the position when approved by the Chief Medical Examiner.

All employees in the Medical Examiner's Office shall be in attendance at their work in accordance with schedules established under the provisions of this Section Fourteen, subject to other provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs, sick leave, military leave, and leaves of absence with or without pay.

(a) Employees whose salaries are established in Section Two (a): Forty (40) hours shall constitute the average minimum required weekly hours of service in an employment cycle under regular full-time employment for all City employees paid on a bi-weekly basis and occupying positions in the Medical Examiner's Office. The minimum daily and annual service required of such employees shall be in proportion to the average minimum weekly hours established.

Each manager/supervisor shall so arrange the time for reporting for work, for luncheon intermission, and for quitting work of the various employees under their jurisdiction.

(b) Management Employees: Managers for employees occupying full-time positions whose salaries are established in Section Two (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.

SECTION FIFTEEN. Overtime.

(a) The Chief Medical Examiner shall determine those positions in the Medical Examiner's Office 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 One (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

1 pay under all but emergency conditions as described in Section Fifteen (d)
2 of this ordinance.

3 2 These are supervisory, professional, and administrative classes that are
4 exempt from overtime compensation, but which the City compensates for
5 overtime at the straight (1.0x) time rate.

6 3 These are non-exempt classes that receive overtime compensation at the
7 one and one-half (1.5x) time rate.

8 Managers/Supervisors are prohibited from changing employee work schedules to avoid
9 the payment of overtime.

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

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

18 Whenever an Overtime Code 3 employee whose pay matrix is in Section Two (a) works
19 hours in excess of the maximum established for an official work week or work cycle, usually
20 forty (40) hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate.
21 In addition to the actual hours worked, vacation, and compensatory time only shall count as
22 hours worked for the purpose of determining eligibility for overtime compensation.

1 (a) Any employee in a class which has been allocated to Overtime Code 2 in Section One (a)
2 of this ordinance shall be compensated for overtime by granting the employee pay or
3 compensatory time off at the straight (1.0x) time rate. Each appointing authority shall designate
4 and submit to the Chief Medical Examiner the official work week or work cycle, which is
5 usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a full-
6 time employee in an exempt (Code 2) position is directed by management, with the approval of
7 the appointing authority, to work hours in excess of the maximum established for an official
8 work week or work cycle it shall be considered overtime. In addition to the actual hours worked,
9 vacation, and compensatory time only shall count as hours worked for the purpose of
10 determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be
11 compensated at the employee's regular hourly rate of pay, or by granting the eligible employee
12 compensatory time off at the rate of one (1) hour for each hour of overtime worked. The average
13 number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-
14 time employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid
15 employee shall be determined by dividing the employee's regular bi-weekly rate of pay by the
16 average number of regularly scheduled hours of work in a bi-weekly pay period.

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

20 (c) The Chief Medical Examiner may compensate Overtime Code 1 employees at the
21 straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City
22 of St. Louis declares an emergency due to serious and protracted conditions which threaten

1 continuous City Service, preservation of public peace, health, or safety, and 2) the Chief Medical
2 Examiner directs an employee or group of employees to work in excess of forty (40) hours per
3 week. The manager/supervisor shall maintain attendance records of the assignment(s) and
4 submit such records at the request of the Chief Medical Examiner.

5 (d) Employees who wish to use compensatory time earned in lieu of pay must make their
6 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
7 manager/supervisor shall keep in mind the staffing needs of the department when granting time
8 off, but in any case, time off will not be unreasonably denied.

9 Pay shall be the regular method of compensation for recorded overtime hours of work for
10 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
11 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
12 time off in lieu of pay only if the employee requests compensatory time, in writing.

13 Employees engaged in public safety, emergency response or seasonal activity as defined
14 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
15 of compensatory time; except that Management Personnel shall only be allowed to accumulate
16 up to forty (40) hours of compensatory time. All other employees are allowed a maximum
17 balance of one hundred twenty (120) hours of compensatory time. These maximum balances of
18 compensatory time shall apply to employees working an average work week of forty (40) hours;
19 the maximum balance of compensatory time for employees whose average work week is more or
20 less than forty (40) hours shall be proportionate. No provision of this Section establishing a
21 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
22 employee or to deny an employee payment for recorded compensatory time earned in accordance

1 with the provisions of the compensation ordinance in effect at the time the compensatory time
2 was earned.

3 Each manager/supervisor shall establish procedures to assure that non-exempt employees
4 are promptly granted time off when such employees request to use their earned compensatory
5 time. A manager/supervisor may not deny non-exempt employees' requests for earned
6 compensatory time off except when such approval would create an extreme business hardship.
7 When a manager/supervisor determines that the work schedule of the organization will not
8 permit the granting of such time off, the manager/supervisor shall pay the employee in that same
9 pay period for all or a portion equivalent to the time requested of the employee's accrued
10 compensatory time. This provision requiring the prompt granting of requested time off applies
11 only to compensatory time that is earned as a result of the employee working overtime; it does
12 not apply to compensatory time earned as a result of an incentive program or bonus award
13 program.

14 Compensatory time earned by exempt employees shall be granted to an employee at the
15 discretion of the manager/supervisor in one of the following ways: 1) on request of the
16 employee; 2) on termination of services with the City.

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

(f) All sections shall keep daily attendance records of Medical Examiner Employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified as required or requested.

SECTION SIXTEEN. Holidays.

(a) Medical Examiner 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
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 Medical Examiner employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as

1 established by this Section Sixteen on any day or partial day the Mayor declares by proclamation
2 the closing of City offices.

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

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

17 (b) Each manager/supervisor shall determine the manner of granting holidays and shall
18 report his/her determination to the Chief Medical Examiner, if required by the Chief Medical
19 Examiner. When full-time employees, whose pay is established in Section Two (a) of this
20 compensation ordinance, are required to work on a holiday they shall be entitled to compensation
21 for the holiday and the hours actually worked. Compensation for the holiday shall be in an

1 amount proportionate to the number of hours an employee is regularly scheduled to work in a
2 day or 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 work day following a holiday, or on a scheduled
9 holiday, the employee shall not be compensated for the holiday.

10 The holiday compensation procedures established by this Section Sixteen shall apply to
11 full-time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate
12 employees shall be compensated for holidays in proportion to the percentage of time they are
13 regularly scheduled to work. Employees paid on an hourly or per performance basis shall not be
14 entitled to holiday compensation, except as otherwise provided in this ordinance.

15 In the event that the holiday schedule established in this Section Sixteen is revised,
16 employees who are granted compensatory time in lieu of all holidays shall have their leave
17 benefits adjusted accordingly. The Chief Medical Examiner may establish additional or alternate
18 holiday leave policies for employees occupying public safety positions which qualify for the
19 special overtime pay provisions under Federal law or for employees with official work schedules
20 authorized by the Chief Medical Examiner which exceed the normal forty (40) hour weekly work
21 schedule. Procedures developed in compliance with this Section Sixteen shall be designed to
22 treat employees in the same manner who work substantially equivalent work schedules.

SECTION SEVENTEEN. 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. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner's Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section Two (a), with appointment date before April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 or more years	9	234

Employees employed before July 18, 2010 whose pay is established in Section Two (a) 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,

(b) Vacation hours shall be granted to employees whose pay is established in Section Two (a) with appointment date on or after April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

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 Two (a) 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.

(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) 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.

(e) (1) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in accordance with Section Seventeen of this ordinance.

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

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

(1) of appointment;

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

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

3 Vacation leave shall be granted in whole hour units. On termination of service, any
4 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
5 last day at work or beginning of terminal leave.

6 (g) Managers/supervisors shall be responsible for establishing all vacation leave schedules
7 but may not discipline employees by imposing unusual vacation schedules. Vacation shall be
8 granted to the employee at the discretion of the manager/supervisor as provided by this ordinance
9 in one of the following ways:

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

11 (2) When directed to take paid time off by the manager/supervisor.

12 (3) When an employee is terminated or resigns from the Medical Examiner's Office.

13 (4) When an employee whose salary is established in Section Two (a) reaches the
14 established maximum accrual and would cease accruing vacation, the employee may notify the
15 manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at
16 least seven (7) days prior to the first workday the employee intends to take off. If the
17 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and
18 without assuming liability for disciplinary action, take the paid leave, which was proposed in
19 writing.

20 (5) All employees may request payment from the appointing authority for forty (40)
21 hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation
22 allowance for that year is not exceeded. This may be done a maximum of once in each calendar

1 year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. These requests are subject to the prior approval of the Chief Medical Examiner.

(h) 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 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. When employment is terminated before completing twelve (12) months of continuous service, any previously advanced vacation leave shall be deducted from the employee's final pay.

(i) Employees who separate from the Medical Examiner's Office and who return to the Medical Examiner's Office 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 Seventeen (a) or (b) of this ordinance and based on the date of the employee's original appointment.

(j) Employees who move to the Medical Examiner's Office from a non-Medical Examiner's Office shall be given credit for the years of service in the non-Medical Examiner's Office in determining the vacation accrual rate in accordance with Section Seventeen (a) or (b) of this ordinance and based on the date of the employee's original appointment.

(k) 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

1 the employee has completed six (6) months of continuous service prior to the layoff and with
2 approval of the manager/supervisor. An employee who has completed less than six (6) months
3 of continuous service will be required to complete the remaining portion of the six (6) months
4 period before being eligible to use vacation.

5 Any such reemployed worker shall be given credit for prior continuous service in
6 determining the employee's vacation accrual rate in accordance with the schedule established in
7 Section Seventeen (a) or (b) of this ordinance and based on the employee's original appointment.

8 (l) Managers/supervisors shall be responsible for the management of their vacation
9 schedules so as to most effectively administer their organizations and fulfill the desire of
10 employees in the establishment of leave schedules.

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

16 (n) With the approval of the Chief Medical Examiner, a retiring employee may be paid on
17 the payroll for accrued vacation in the month prior to retirement without inclusion in the
18 employee's final average compensation. The Chief Medical Examiner may pay previously
19 accrued vacation off in a lump sum to an employee whose service with the City Medical
20 Examiner's Office has terminated. Such payment shall be made on the employee's last regular
21 paycheck. The lump sum payment shall include compensation for any holidays occurring during

1 the employee's terminal vacation leave period as if employee's vacation had been run out on
2 payroll.

3 (o) Employees occupying excepted positions in the Medical Examiner's Office shall be
4 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in
5 an excepted position ends and who is then appointed to a permanent competitive position
6 working fifty percent (50%) time or more shall become eligible to accrue vacation leave with
7 pay upon appointment to the competitive position. Length of cumulative service for the purpose
8 of determining rate of vacation leave accrual shall be based on the employee's original date of
9 appointment to the excepted position, providing there was no break in service between expiration
10 of the excepted position and appointment to the permanent competitive position. The date of
11 appointment to the permanent competitive position shall be used to determine the appropriate
12 rate of vacation accrual for the corresponding length of cumulative service in accordance with
13 the schedule established in Section Seventeen (b).

14 (p) Managers/supervisors shall report leave with pay for vacation and such other authorized
15 absences as the Chief Medical Examiner shall designate in such form and at such time as the
16 Chief Medical Examiner may require.

17 **SECTION EIGHTEEN. Sick Leave.**

18 (a) Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
19 may choose to use his/her sick leave in accordance with regulations established by the Chief
20 Medical Examiner.

21 (b) An active employee who is a member of the Employees Retirement System of the City of
22 St. Louis, and who applies for retirement and immediately retires from active service, shall

1 receive payment for his/her sick leave balance less any sick leave credited or paid to a member
2 or used in the calculation of retirement benefits under this or any other ordinance(s). If the
3 Employees Retirement System provides for sick leave to be credited or paid to a member or used
4 in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty
5 percent (50%) of the value of the employee's sick leave balance. If the Employees Retirement
6 System of the City of St. Louis provides for sick leave to be credited or paid to a member or used
7 in the calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of
8 the employee's sick leave balance at time of retirement.

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

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

16 **SECTION NINETEEN. Medical Leave.**

17 (a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent
18 competitive positions working fifty percent (50%) time or more in accordance with regulations
19 and procedures established by the Chief Medical Examiner.

20 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
21 hours of medical leave for each bi-weekly pay period of employment but must complete the
22 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is

1 established for employees working an average work week of forty (40) hours. Medical leave
2 shall be computed on a proportionate basis for employees whose average work week is more or
3 less than forty (40) hours. An eligible employee may be granted paid medical leave by his/her
4 appointing authority after completing twenty-six (26) weeks of continuous service.

5 (b) The Chief Medical Examiner may establish a system of cash awards, paid time off or
6 other incentives to reward employees for perfect and near perfect attendance.

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 Chief Medical
9 Examiner. 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, he/she
13 will cease to accrue medical leave for the pay period.

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

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

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

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

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

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

12 **SECTION TWENTY. Military Leave.**

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

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

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 of
21 service. Failure of an employee to report for duty within the time pursuant to state or federal law

1 shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored
2 to the employee upon his/her return.

3 **SECTION TWENTY-ONE. Education Reimbursement.**

4 A manager/supervisor may, with the prior approval of the Chief Medical Examiner,
5 authorize salary payments, payments of tuition expenses, fees, books and related material in
6 whole or in part to employees to permit them to attend school, visit other governmental agencies
7 or in any approved manner to devote themselves to improvement of knowledge or skills required
8 in the performance of the duties of their position.

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

12 A manager/supervisor, with the approval of the Chief Medical Examiner, may establish a
13 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.

16 **SECTION TWENTY-TWO. Leaves of Absence and Family and Medical Leave.**

17 An employee may request a leave of absence, or a manager/supervisor may request a
18 leave of absence for an employee, for any reason under the City's general leave policy, or a
19 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
20 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
21 provisions and regulations as determined by the Chief Medical Examiner.

1 (a) A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an
2 employee in the Medical Examiner's Office a general leave of absence without pay for a period
3 of one year, which may be extended, with the prior approval of the Chief Medical Examiner.
4 Upon the expiration of such leave of absence, the employee shall be reinstated to the competitive
5 position he/she occupied at the time the leave was granted provided the position is still in
6 existence and he/she is able to perform the duties of the position. The employee shall be
7 reinstated to the competitive position at the same relative rate in the salary range the employee
8 occupied at the time the leave was initiated. Failure of an employee to report for duty promptly
9 at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient
10 conduct of the business of the City, an employee on leave other than military leave or qualifying
11 family/medical leave may be notified by the appointing authority, with the approval of the Chief
12 Medical Examiner, to return prior to the expiration of such leave. Failure of the employee to
13 return within ten (10) calendar days after receipt of such notice shall terminate his/her leave of
14 absence and be just cause for dismissal, subject to any applicable federal, state or local
15 regulations.

16 (b) The City of St. Louis will follow all applicable state and federal laws on the granting of
17 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 Chief Medical Examiner shall establish additional rules, guidelines and procedures
20 for the effective administration of the City's "Family/Medical Leave Policy." The policy shall
21 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
22 thereafter.

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

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

17 (d) In the event that emergency conditions occur which require the closing of City-operated
18 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
19 of the City of St. Louis may declare an emergency and require an employee or group of
20 employees to take leaves of absence with or without pay while such emergency conditions exist.
21 In the event that the Mayor requires that the leave of absence be without pay, an employee with
22 vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of

1 all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not
2 interrupt continuity of service for vacation accrual. An emergency leave of absence declared by
3 the Mayor shall not exceed ninety (90) days.

4 (e) Employees who are granted general leaves of absence and other non-paid leaves of
5 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
6 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation
7 and medical leave during the period of non-paid leave. Upon the expiration of such leaves of
8 absence, the employee shall follow the procedures as established in this Section Twenty-Two
9 and any other applicable regulations and procedures as established by the Chief Medical
10 Examiner.

11 (f) A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
12 employee on a forced leave of absence with or without pay pending the outcome of an
13 investigation or of a pending disciplinary action against the employee. Employees being placed
14 on forced leave may elect to be placed on either vacation leave or compensatory time.

15 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
16 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
17 program.

18 **SECTION TWENTY-THREE. Insurance Benefits.**

19 The City of St. Louis is hereby authorized to devise and establish by contract or
20 otherwise plans for life, health, medical, disability, and other insurance coverage deemed
21 necessary for employees in the Medical Examiner's Office and other employees for the City and
22 their dependents. The Department of Personnel shall develop and administer programs to

1 provide for such coverage. The Director of Personnel shall confer with the Board of Estimate
2 and Apportionment by February 1st of each year regarding coverage plans and the appropriate
3 funding level. The Director shall then be charged with the responsibility of establishing the
4 applicable funding level and remittance rates for the aforementioned plans and certify same to
5 the Comptroller and Budget Director by March 1st of each year. The Director of Personnel may
6 amend said rates as needed.

7 **SECTION TWENTY-FOUR. Death Benefit.**

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

17 **SECTION TWENTY-FIVE. Workers Compensation and Disability Leave.**

18 (a) Any employee in the Medical Examiner's Office whose class title and grade are
19 established in Section One (a) and denoted by the suffix "G," or "M" of this ordinance, including
20 employees who are compensated on a per performance or unit of work basis, who shall suffer
21 personal injury by accident or occupational disease arising out of and in the regular course of
22 employment while engaged in or about the premises where an employee's duties are being

1 performed or where an employee's presence is required as part of his/her employment, shall
2 promptly report such injury by accident or occupational disease to his/her immediate supervisor.
3 The supervisor shall in turn report, through the manager/supervisor, all facts concerning the
4 incident to the City Counselor and the Chief Medical Examiner. The manager/supervisor shall
5 promptly provide such written information and recommendations as may be requested by the
6 City Counselor to aid in making the determination of the period of disability.

7 The employee who suffers a personal injury as described in part (a) of this section, and
8 which results in temporary disability, may elect to use sick or medical leave for the first three (3)
9 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
10 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
11 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
12 days of disability will be restored to the employee's sick or medical leave balance. The City
13 Counselor shall determine the actual amount of compensation and length of time during which
14 payments are made for such temporary disability in accordance with the Missouri Workers'
15 Compensation Law.

16 (b) The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
17 an employee to undergo a physical examination and medical or surgical treatment at the expense
18 of the City to diagnose and treat injuries or illnesses arising out of employment.

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

(d) The City Counselor and the Chief Medical Examiner shall be responsible for the administration of the provisions of this Section and shall establish and publish procedural regulations for the administration of the program. Each manager/supervisor shall establish procedures to comply with the provisions of this Section and established regulations.

SECTION TWENTY-SIX. Jury and Witness Leave.

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

(b) Leave with pay shall be granted to bi-weekly rate employees for such time when the employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly rate 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 manager/supervisor and shall give the manager/supervisor in writing the date and time his/her presence is required for such criminal prosecution. Each manager/supervisor shall establish controls to assure that any paid leave is actually required by the prosecuting authority. A manager/supervisor 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 TWENTY-SEVEN. Deferred Compensation.

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

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

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

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

15 **SECTION TWENTY-EIGHT. Retirement.**

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

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

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

21 (2) The balance of a member's sick leave pay on the date of retirement less sick leave
22 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%) of a member's total sick leave
3 on the date of retirement.

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

7 (1) The sum of monthly compensation received by the member for each consecutive
8 month of creditable service immediately preceding the termination of his/her employment, and

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

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

16 (4) Twelve (12).

17 The years of creditable service of a member shall be the number of years and completed
18 months of service during which he/she receives compensation from the first day of the calendar
19 month following the date of the beginning of each employment with an employer until his/her
20 employment is terminated, subject to the provisions of this section. The years of creditable
21 service of an employee hired after the operative date who had attained the age of sixty (60) years
22 at initial employment shall be the number of years and completed months of service during

1 which he/she receives compensation from October 1, 1988, and hereafter, from the first day on
2 or after October 1, 1988, of the beginning of each employment with an employer until his/her
3 employment is terminated. No creditable service shall be granted for any period of employment
4 before October 1, 1988, after the calendar month in which the member attains age seventy (70).
5 No creditable service for prior employment shall be granted an employee who becomes a
6 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

7 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below
8 shall be considered as additional creditable service for calculation of retirement benefits under
9 any provision of this ordinance:

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

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

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

14 **SECTION TWENTY-NINE. Severability.**

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

22 **SECTION THIRTY. Repeal of Previous Ordinance.**

1 **Ordinance Number 71510** and all other ordinances or amendments, or parts thereof
2 conflicting with the provisions of this ordinance are hereby repealed.

3 **SECTION THIRTY-ONE. Emergency Clause.**

4 This ordinance being deemed necessary for the immediate preservation of the public
5 peace, health and safety is declared to be an emergency ordinance pursuant to Article IV,
6 Sections 19 and 20 of the City's 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.

SECTION(S)

Alphabetical List of Classes	1
Changes to Classification Plan.....	11
Codes for Classes	1
Compensatory Time.....	15, 16
For Overtime	15
In Lieu of Holiday.....	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7
For Vacation.....	17
Conversion to New Pay Schedule.....	9
Death Benefit	24
Deferred Compensation	27
Disability Leave	25
Education Assistance	21
Holidays	16
Hours of Work	14
Insurance Benefits.....	23

Jury Leave	26
Leaves of Absence	22
Emergency	22(d)
Excepted Positions, Coverage of	22(c)
Family/Medical	22
Forced	22(f)
Medical Leave.....	19
Military Leave.....	20
Minimum Hours of Work	14
Overtime (OVTM)	1, 15
Payroll	12, 13
Retirement.....	28
Severability	29
Sick Leave.....	18
Vacation	17
Workers' Compensation	25
Approved:	

ORDINANCE 71510

BOARD BILL NUMBER 41 AS AMENDED INTRODUCED BY ALDERWOMAN CAROL HOWARD

An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing **Ordinance Number 71113**; 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 June 19, 2022.

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 Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance.

TITLE	CODE	GRADE/			
		SCHEDULE	OVTM		
Administrative Assistant I	1621	13	G		3
Administrative Assistant II	1622	14	M		1
Administrative Assistant III	1623	15	M		1
Administrative Secretary	1137	13	G		3
Autopsy Technician I	5411	10	G		3
Autopsy Technician II	5412	11	G		3
Autopsy Technician III	5413	12	G		3

1	Autopsy Technician Supervisor	5414	13	G	3
2	Custodian/Courier	3711	8	G	3
3	Executive Director for Operations	1736	23	M	1
4	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
5	Forensic Office Administrator I	1621	19	M	3
6	Forensic Office Administrator II	1622	20	M	1
7	Forensic Office Administrator III	1623	22	M	1
8	Medical Transcriptionist	1122	12	G	3
9	Medicolegal Investigation Supervisor	2355	17	M	2
10	Medicolegal Investigator I	2351	13	G	3
11	Medicolegal Investigator II	2352	14	G	3
12	Medicolegal Investigator III	2353	16	G	3
13	Medicolegal Investigator IV	2354	17	G	3
14	Morgue Attendant	5410	8	G	33
15	Secretary	1132	10	G	3
16	X-ray Technician	5441	11	G	3
17	Intern – Level 1	9991	00	I	3
18	Intern – Level 3	9992	00	I	3
19	Intern – Level 3	9993	00	I	3
20	Intern – Level 4	9994	00	I	3
21	Intern – Level 5	9995	00	I	3
22	Intern – Level 6	9996	00	I	3

SECTION 2. OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES

The Chief Medical Examiner recommends pay schedules for all pay grades denoted in Section 1(a) of the classification plan prepared and adopted by management. The official pay schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows:

(a) – General and Management Schedule.

(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 beginning with the bi-weekly pay period following the effective date of this ordinance.

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>		
<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
7	840	1294
8	912	1404
9	989	1523
10	1074	1654
11	1169	1800
12	1270	1956
13	1400	2156
14	1605	2472
15	1839	2838

1	16	2110	3255
2	17	2421	3739
3	18	2777	4293
4	19	3189	4931
5	20	3662	5664
6	21	3951	6114
7	22	4263	6600
8	23	4601	7126

9 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix
10 "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 21, 2020.

11 **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	1815	2001
26	1219	1323		1435	1558	1696	1843	2031
27	1237	1343		1457	1582	1722	1870	2062
28	1256	1363		1478	1605	1747	1898	2093
29	1274	1384		1501	1629	1774	1927	2124
30	1294	1404		1523	1654	1800	1956	2156

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

(b) SHIFT DIFFERENTIAL: Shift differential shall be paid for certain work assignments.

The Chief Medical Examiner 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) to be eligible for shift differential compensation, the employee must work a shift that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

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

An employee whose pay range is established in Section 2(a) shall receive shift differential for working a portion of an eligible shift, providing the portion of the shift not worked is charged to paid leave. Shift differential shall only be paid for whole hours worked; a fraction of an hour shall not be counted toward the payment of the differential.

(2) Except as otherwise provided in this ordinance, shift differential shall not be paid to employees compensated on an hourly or per performance basis, or bi-weekly paid employees

1 who work part-time. Neither shall shift differential be paid to full-time regular employees docked
2 for any portion of an eligible shift.

3 **(c) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
4 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.
5 This differential shall be one percent (1 percent) of an employee's base bi-weekly rate. An
6 employee shall receive weekend differential for working any portion of an eligible day. This
7 differential shall only be paid for whole hours worked, providing the portion of the day not worked
8 is charged to paid leave. Weekend differential shall not be paid to employees compensated on an
9 hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will
10 the weekend differential be paid to full-time regular employees docked for any portion of a day on
11 which the differential would otherwise be paid.

12 **(d)** The Chief Medical Examiner 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 established
16 considering the nature of employment, community practices in compensating similar employment,
17 and the purpose of the program for which the rate is established. Employees paid per performance,
18 hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical leave or holiday leave
19 with pay or other benefits accorded employees paid a bi-weekly rate except that an appointing
20 authority, with the prior approval of the Chief Medical Examiner, and when sufficient funds have
21 been appropriated for the fiscal year, may establish a modified level or type of benefit program

1 when the provision of such benefit is needed in order to attract and retain sufficiently qualified
2 employees to work in specific per performance, hourly, or unit-of-work assignments.

3 The Chief Medical Examiner is not permitted to utilize per performance and hourly
4 employees as a method of replacing bi-weekly rate employees who would be entitled to employee
5 benefits. Therefore, per performance and hourly employees will be limited to work an equivalent
6 of ten (10) months of full-time employment (1,733 hours) per year.

7 **(e)** The Chief Medical Examiner may establish trainee rates of pay. Such trainee rates may be
8 established on an hourly, per performance or bi-weekly basis and shall be less than the rate paid
9 to a regular employee.

10 **(f)** The Chief Medical Examiner, may establish rates and conditions under which
11 compensation may be granted for periods of time during which an employee is away from the job
12 site but restricted in his/her activities because of an assignment by the Chief Medical Examiner to
13 be available for a call to return to the work site to perform emergency duties. Pay rates and
14 conditions established under the provisions of this Section 2(l) may include reasonable minimum
15 pay guarantees for employees required to return to the work site to perform emergency duties. The
16 provisions of this *Section 2(l)* shall not be construed to restrict the right of the Medical Examiner
17 to establish call back procedures for employees as an established condition of employment.

18 **(g)** The Chief Medical Examiner may authorize payment of special recruitment bonuses,
19 travel, moving and related expenses to recruit employees for positions when funds for this purpose
20 are appropriated to the Office of the Medical Examiner.

21 **(h)** The Chief Medical Examiner may approve the payment of hiring incentives to current
22 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives

1 shall be in any amount up to twenty-five percent (25 percent) of the annual salary of the position
2 for which the recruitment is made.

3 (i) (1) The Chief Medical Examiner may establish cash awards or other incentives for an
4 employee or group of employees to recognize and reward increased productivity or effectiveness.
5 The incentives offered may include cash, paid time off, and such other reasonable incentives as
6 the Chief Medical Examiner may determine. Cash awards shall be made from the personal services
7 appropriation of the unit, the account from which the employee's salary is paid or from a general
8 appropriation for this purpose.

9 (2) The Chief Medical Examiner may establish a program of cash awards or other
10 incentives, not to exceed ten percent (10 percent) of annual salary, paid as an addition to pay, for
11 the purpose of providing additional compensation for employees who are fluent in a foreign
12 language and who use this skill in the necessary and regular recurring performance of the duties
13 of their position. Cash awards shall be made from the personal services appropriation of the unit,
14 the account from which the employee's salary is paid or from a general appropriation for this
15 purpose. Cash awards and incentives under this program shall be made in accordance with
16 guidelines established by the Chief Medical Examiner.

17 (3) Notwithstanding any other provision in this ordinance, the Chief Medical Examiner
18 is authorized to extend the maximum of the pay ranges by up to twenty-five percent (25 percent)
19 for the purpose of compensating positions which are extremely hard to fill.

20 (4) The Chief Medical Examiner may provide an Employee Suggestion Program,
21 which grants cash and other awards to recognize employee suggestions, which improve City
22 services, operations or facilities. Cash awards to employees for suggestions resulting in tangible

1 savings to the City shall not exceed ten percent (10 percent) of the annual tangible net savings.
2 Cash awards and payments for other awards shall be made from an appropriation for a suggestion
3 program or other appropriate account. Additionally, cash awards for suggestions shall be granted
4 as an addition to pay, which does not change an employee's bi-weekly rate. The Employee
5 Suggestion Program shall be administered in accordance with regulations established by the Chief
6 Medical Examiner. The Chief Medical Examiner may establish an authority to evaluate
7 suggestions and determine awards; the decisions of this authority shall be final.

8 (j) An employee who is appointed to a position requiring advanced technical skills or
9 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
10 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
11 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
12 possesses exceptional academic qualifications related to the duties of the position or that the
13 employee is registered or certified by an organization or board recognized by the Chief Medical
14 Examiner to be especially suited, considering the duties of the position, and when such academic
15 qualification, registration, or certification is not deemed a necessary qualification for the class of
16 position.

17 The Chief Medical Examiner may also establish other bonus, incentive, or reimbursement
18 programs to encourage current employees to attain registration, licensure, certification, or proof of
19 professional mastery when it is deemed to be in the best interest of the Medical Examiner's Office,
20 or when such credentials are clearly recognized as adding to the capability of individuals in that
21 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an

employee being ruled ineligible for bonuses or salary increases permitted under other sections of this pay ordinance.

(k) The Chief Medical Examiner may establish a program to reimburse, in whole or in part, expenses incurred by employees for the purchase of uniform apparel required in the performance of the duties of their positions, when funds have been budgeted therefore.

The Chief Medical Examiner may exercise the option to furnish such uniform as may be required in the employee's performance of his/her duties.

The Chief Medical Examiner may establish regulations relating to employees' eligibility for reimbursement for uniforms.

Further, when funds have been budgeted therefore, the Chief Medical Examiner may authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty dollars (\$50) per incident for damage to personal property sustained while the employee was directly engaged in performing assigned and/or authorized duties during a shift.

(l) (1) Contingency assignment differential will be paid for certain assignments when immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave, emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment, not to extend more than one pay period. The Chief Medical Examiner will determine the assignments for which Contingency Assignment Differential will be paid. The assignment of an employee to said assignment having a contingency assignment differential will be determined by the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In addition, the removal of an employee from said assignment shall not constitute a demotion or reduction in pay. The Chief Medical Examiner will review the qualifications of the employee

1 being considered for the assignment to determine if they meet the necessary minimum
2 qualifications for the position being considered.

3 For an employee whose pay range is established in Section 2(a) with the prior approval of
4 the Chief Medical Examiner, the contingency assignment differential will be ten percent (10
5 percent) of the employee's regular base bi-weekly rate added as an addition to pay for each bi-
6 weekly period worked or one percent (1 percent) of the employee's regular base bi-weekly rate for
7 each shift assignment covered, not to exceed one (1) pay period.

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

19 For an employee whose pay range is established in Section 2(a) with the prior approval of
20 the Chief Medical Examiner, the temporary assignment differential will be ten percent (10 percent)
21 of the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly
22 period worked, not to exceed thirteen (13) pay periods. The Chief Medical Examiner may require

1 the establishment of a department policy on temporary assignment differential pay and must sign
2 off on the policy prior to authorizing temporary assignment differential.

3 **(m)** City employees who are required by the Chief Medical Examiner to routinely use their
4 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
5 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

6 **SECTION 3. SUBSISTENCE AND MAINTENANCE CHARGES**

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

15 **SECTION 4. SALARY RANGE LIMITATIONS**

16 No employee in the Medical Examiner's Office shall be paid at a rate lower than the
17 minimum or higher than the maximum of the salary range established for the class to which his/her
18 position has been allocated, except as otherwise provided in this ordinance.

19 **SECTION 5. STARTING SALARY**

20 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the class
21 shall be determined by the Chief Medical Examiner for the excepted position.

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

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

10 In the event that the Chief Medical Examiner finds that it is difficult to secure the services
11 of sufficient numbers of employees for a class or occupational series after a diligent recruitment
12 effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which is
13 not more than twenty-five percent (25 percent) above the maximum established in this ordinance.

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

18 **SECTION 6. PROMOTION, DEMOTION, REALLOCATION, TRANSFER AND**
19 **TEMPORARY PROMOTION**

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

1 **(a)** Promotion: This shall be defined as a change of an employee in the Medical Examiner's
2 Office 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 or Management Pay
5 Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent
6 (5 percent) higher than the rate received immediately prior to the promotion or adjusted to the
7 nearest step in the new pay matrix which is not less than but is closest to a rate which is five percent
8 (5 percent) higher than the rate received immediately prior to promotion. The Chief Medical
9 Examiner, may increase the pay of an employee up to twenty percent (20 percent), adjusted to the
10 nearest step, when such action is needed to attract experienced, qualified candidates for a position.
11 Such salary determinations shall take into consideration the nature and magnitude of the accretion
12 of duties and responsibilities resulting from the promotion. However, no employee shall be paid
13 less than the minimum rate nor more than the maximum rate for the new class of position, except
14 as otherwise provided in this ordinance.

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

1 **(b)** Demotion: This shall be defined as a change of an employee in the Medical Examiner's
2 Office from a position of one class to a position of another class which has a lower pay grade and
3 a lower starting minimum salary.

4 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of
5 the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall
6 be established at a rate within the range for the new position which is at least five percent (5
7 percent) lower than the rate received immediately prior to the demotion or reduced to the nearest
8 step which is at least five percent (5 percent) lower than the rate received immediately prior to the
9 demotion, except no employee shall be reduced below the minimum of the range unless otherwise
10 provided for in this ordinance. The amount of the reduction shall be determined by the Chief
11 Medical Examiner.

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 percent) lower, to the closest
14 step, than the rate received immediately prior to demotion, except that employees who are in a
15 working test period and demote to their previous class of position or pay grade, will return to the
16 rate or step received immediately prior to the promotion, plus any adjustments as otherwise
17 provided in this ordinance. No employee shall be paid less than the minimum nor more than the
18 maximum rate for the new class of position, except as otherwise provided in this ordinance.

19 (3) When an employee is demoted for reasons in the best interest of the Medical
20 Examiner Office as determined by the Chief Medical Examiner, his/her salary may be reduced by
21 reason of the new salary range and grade with the prior approval of the Chief Medical Examiner.
22 If the salary of such employee is above the maximum for the new position the employee's salary

shall not be increased so long as he/she remains in the position, except as otherwise provided by this ordinance.

(c) Reallocation:

(1) If the employee's position is reallocated to a class in a lower pay grade and the employee's rate of pay for the previous position is within the salary range of the new position, his/her salary shall remain unchanged or adjusted to the closest step provided the employee's rate 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;

(1) Any employee whose salary is established in Section 2(a) – General and Management Pay Schedules, may receive a service rating in accordance with the City’s Service Rating Manual. The rating together with the standards of performance established in the rating manual shall determine eligibility for a two percent (2 percent) or in the second year, a one step within-range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other pay regulation(s) or ratings as determined by the Chief Medical Examiner.

(2) Effective June 19, 2022 all full-time employees will receive a 3 percent across the board increase in pay, additionally all full-time employees will receive a one-time \$2,000.00 lump sum for all full-time employees also effective July 3, 2022. All full-time employees who meet the eligibility requirements to be approved for FML will be entitled to 6 weeks of paid Family Medical Leave. Upon passage of this Ordinance an emergency clause will be in effect.

(3) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the City’s Service Rating Manual, shall have his/her salary reduced as determined by the standards established in the City’s Service Rating Manual, but not less than the minimum of the pay grade range.

1 **(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks
2 of continuous service from the date of original appointment or from the date of the last salary
3 adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an
4 across-the-board ordinance increase, an increase resulting from an authorized incentive program,
5 or an upgrade of the classification concurrent with adoption of the ordinance. Absence from
6 service as a result of any authorized paid leave, suspensions, military leave, or family/medical
7 leave will not interrupt continuous service. Absence from service for any other cause shall result
8 in breaking continuity of service and establishment of a new anniversary date, except as otherwise
9 provided in this ordinance. The Chief Medical Examiner may authorize different anniversary dates
10 for an employee or groups of employees.

11 **(c)** The Chief Medical Examiner may evaluate the performance of an employee whose salary
12 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
13 intervals as described above except in the case of:

14 (1) Exceptional performance of duties:

15 With the prior approval of the Chief Medical Examiner may advance the salary of an
16 employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks
17 of employment at the same rate in the salary range by not more than ten percent (10 percent) or to
18 the closest step in the pay range which provides not more than a ten percent (10 percent) increase;
19 this may be in addition to any merit increase received.

20 (2) Substandard performance of duties:

21 The Chief Medical Examiner may reduce the salary of an employee whose level of
22 performance is significantly diminished and no longer warrants payment at the current rate within

the range as provided in the City's Service Rating Manual; providing the employee's salary is above the minimum of the range, established in Section 2(a) 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 Chief Medical Examiner, following approval of such salary action.

(d) The Chief Medical Examiner may approve 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.

(e) The pay of any employee may be decreased as a disciplinary action by the Chief Medical Examiner 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 percent) 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.

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

(g) The Chief Medical Examiner 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 Medical Examiner's Office shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two (2) or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

SECTION 9. CONVERSION

(a) Pay schedules in Sections 2(a) and 2(b) in Ordinance 69193 shall continue in effect until the beginning of the first bi-weekly pay period starting after the effective date of this ordinance, and the rates to be paid to employees in positions of any classes for which a rate is established or changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted (if necessary) as follows:

(1) The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as determined by the Chief Medical Examiner shall have their current salary increased to

1 a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate which is
2 five percent (5 percent) higher than the rate received immediately prior to promotion, but not less
3 than the minimum of the pay range, whichever is the greater.

4 (2) The salary of each employee whose pay range is established in Section 2(a)(2) and
5 2(b)(2) of this ordinance shall upon June 14, 2015 be placed in the matrix according to the
6 respective pay grades at the step that is closest to their current salary. If an employee's salary is
7 between steps, the 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 Chief Medical Examiner 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) The Chief Medical Examiner shall establish such procedures as needed to place this
16 ordinance into effect and interpret its provisions.

17 **SECTION 10. PAYMENT OF SALARIES**

18 All compensation for positions in the Medical Examiner's Office shall be paid bi-weekly.
19 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
20 on the various payrolls. The payment due each employee for service, except as otherwise provided,
21 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
22 event that an employee is dismissed or has been employed for occasional or emergency work, the

1 Comptroller may immediately pay the employee upon termination of service without waiting for
2 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
3 Commission where the employee worked.

4 **SECTION 11. CHANGES TO CLASSIFICATION PLAN**

5 Whenever the Chief Medical Examiner finds it necessary to add a new class to the
6 classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and
7 schedule in this ordinance and notify the Board of Aldermen of this action.

8 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
9 an existing class within the classification plan, the Chief Medical Examiner shall change the
10 overtime code and notify the Board of Aldermen of this action.

11 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of an
12 existing class within the classification plan, the Chief Medical Examiner shall allocate the class to
13 the appropriate schedule in this ordinance and notify the Board of Aldermen of this action.

14 The pay grade allocated to a class of position within the classification plan shall remain
15 unchanged for the duration of the existing compensation ordinance. Whenever the Chief Medical
16 Examiner considers it necessary to change the pay grade of an established class of position, such
17 adjustment can only be made concurrent with the adoption of a new compensation ordinance.
18 Recommendation for the allocation of a new pay grade shall be made by the Chief Medical
19 Examiner for final approval by the Board of Aldermen.

20 **SECTION 12. PAYROLL FORM**

21 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
22 certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment

1 of a person to fill the position. The Chief Medical Examiner shall indicate on these forms the
2 proper allocation of the position and the rate at which payment is to be made. When approved by
3 the Chief Medical Examiner and submitted to the Comptroller, these forms shall constitute
4 authorization for the initial placing of a person's name on the payroll. The Comptroller shall not
5 authorize any change in the rate of pay of an individual on the payroll unless approved by the Chief
6 Medical Examiner. The Comptroller shall provide the Chief Medical Examiner with a copy of
7 each payroll audited and found correct within twenty-one (21) days after audit and approval of the
8 payroll by the Comptroller's Office.

9 **SECTION 13. CERTIFICATION OF PAYROLL**

10 The Chief Medical Examiner shall certify on each payroll or a subsidiary document that
11 each person whose name appears on the payroll has been lawfully appointed at a salary provided
12 by this ordinance and that the employee has actually worked the time for which he/she will be
13 paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in
14 the Medical Examiner's Office.

15 **SECTION 14. MINIMUM WORK HOURS**

16 The Chief Medical Examiner shall establish procedures to assure that the employees under
17 his/her supervision are actively engaged in the performance of the duties of their positions in
18 accordance with the provisions of this section.

19 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
20 established for each position in the work unit. Work schedule reports shall be submitted upon
21 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
22 the permanent work schedule of a position. The work schedule submitted by the

1 manager/supervisor shall constitute the normal work schedule for the position when approved by
2 the Chief Medical Examiner.

3 All employees in the Medical Examiner's Office 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, medical leave, furloughs,
6 sick leave, military leave, and leaves of absence with or without pay.

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

12 Each manager/supervisor shall so arrange the time for reporting for work, for luncheon
13 intermission, and for quitting work of the various employees under their jurisdiction.

14 **(b)** Management Employees: Managers for employees occupying full-time positions whose
15 salaries are established in Section 2(a) of this ordinance shall initiate procedures to see that such
16 employees are engaged in the performance of their duties on a full-time basis. Full-time
17 employment for any employee whose classification is denoted in the Management Schedule shall
18 be defined as an average of forty (40) hours per week of time devoted to the duties of the position
19 on an annual basis.

20 **SECTION 15. OVERTIME**

21 **(a)** The Chief Medical Examiner shall determine those positions in the Medical Examiner's
22 Office 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.

Managers/Supervisors 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 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each manager/supervisor shall designate and submit to the Chief Medical Examiner the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment.

1 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works hours
2 in excess of the maximum established for an official work week or work cycle, usually forty (40)
3 hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition
4 to the actual hours worked, vacation, and compensatory time only shall count as hours worked for
5 the purpose of determining eligibility for overtime compensation.

6 **(a)** 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 Chief Medical Examiner the official work week or work cycle, which is usually forty (40)
10 hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an
11 exempt (Code 2) position is directed by management, with the approval of the appointing
12 authority, to work hours in excess of the maximum established for an official work week or work
13 cycle it shall be considered overtime. In addition to the actual hours worked, vacation, and
14 compensatory time only shall count as hours worked for the purpose of determining eligibility for
15 overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's
16 regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate
17 of one (1) hour for each hour of overtime worked. The average number of scheduled hours in a
18 bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular
19 hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing
20 the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
21 of work in a bi-weekly pay period.

1 **(b)** 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 **(c)** The Chief Medical Examiner may compensate Overtime Code 1 employees at the straight-
5 time (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 Chief Medical Examiner directs
8 an employee or group of employees to work in excess of forty (40) hours per week. The
9 manager/supervisor shall maintain attendance records of the assignment(s) and submit such
10 records at the request of the Chief Medical Examiner.

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 manager/supervisor 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. However, a manager/supervisor shall compensate a
17 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
18 time off in lieu of pay only if the employee requests compensatory time, in writing.

19 Employees engaged in public safety, emergency response or seasonal activity as defined
20 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
21 of compensatory time; except that Management Personnel shall only be allowed to accumulate up
22 to forty (40) hours of compensatory time. All other employees are allowed a maximum balance

1 of one hundred twenty (120) hours of compensatory time. These maximum balances of
2 compensatory time shall apply to employees working an average work week of forty (40) hours;
3 the maximum balance of compensatory time for employees whose average work week is more or
4 less than forty (40) hours shall be proportionate. No provision of this section establishing a
5 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
6 employee or to deny an employee payment for recorded compensatory time earned in accordance
7 with the provisions of the compensation ordinance in effect at the time the compensatory time was
8 earned.

9 Each manager/supervisor shall establish procedures to assure that non-exempt employees
10 are promptly granted time off when such employees request to use their earned compensatory time.

11 A manager/supervisor may not deny non-exempt employees' requests for earned compensatory
12 time off except when such approval would create an extreme business hardship. When a
13 manager/supervisor determines that the work schedule of the organization will not permit the
14 granting of such time off, the manager/supervisor shall pay the employee in that same pay period
15 for all or a portion equivalent to the time requested of the employee's accrued compensatory time.
16 This provision requiring the prompt granting of requested time off applies only to compensatory
17 time that is earned as a result of the employee working overtime; it does not apply to compensatory
18 time earned as a result of an incentive program or bonus award program.

19 Compensatory time earned by exempt employees shall be granted to an employee at the
20 discretion of the manager/supervisor in one of the following ways: 1) on request of the employee;
21 2) on termination of services with the City.

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

(g) All sections shall keep daily attendance records of Medical Examiner Employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified as required or requested.

SECTION 16. HOLIDAYS

(a) Medical Examiner 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
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day

1	Fourth Thursday in November	Thanksgiving Day
2	Day after Thanksgiving	Day after Thanksgiving
3	December 25	Christmas Day

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

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

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

1 **(b)** Each manager/supervisor shall determine the manner of granting holidays and shall report
2 his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner.
3 When full-time employees, whose pay is established in Section 2(a) of this compensation
4 ordinance, are required to work on a holiday they shall be entitled to compensation for the holiday
5 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
6 to the number of hours an employee is regularly scheduled to work in a day or shift.

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

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

14 The holiday compensation procedures established by this Section 16 shall apply to full-
15 time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees
16 shall be compensated for holidays in proportion to the percentage of time they are regularly
17 scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to
18 holiday compensation, except as otherwise provided in this ordinance.

19 In the event that the holiday schedule established in this Section 16 is revised, employees
20 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
21 accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave
22 policies for employees occupying public safety positions which qualify for the special overtime

pay provisions under Federal law or for employees with official work schedules authorized by the Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule. Procedures developed in compliance with this Section 16 shall be designed to treat employees in the same manner who work substantially equivalent work schedules.

SECTION 17. VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50 percent) time or more. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner's Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), with appointment date before April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 or more years	9	234

Employees employed before July 18, 2010 whose pay is established in Section 2(a) 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,

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a) with appointment date on or after April 23, 1989.

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) 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.

(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

1 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
2 service.

3 **(d)** All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
4 and accrual maximums for vacation are for employees working a scheduled work week of forty
5 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
6 for employees whose average work week is more or less than forty (40) hours. When an eligible
7 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
8 proportionately. All references in this ordinance to cumulative service for vacation shall mean
9 cumulative service without a break in service of more than one year, except as provided otherwise
10 in this ordinance. No employee who works less than fifty percent (50 percent) time or who is
11 serving in a limited-term position shall be eligible to accrue vacation.

12 **(e)** (1) The maximum vacation balance for those working an average work week of forty
13 (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working more
14 or less than forty (40) hours per week, but at least fifty percent (50 percent) time, shall be
15 established in accordance with Section 17 of this ordinance.

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

1 (f) 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 (1) of appointment;

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

6 (3) of restoration to employment of one-half (50 percent) time or more.

7 Vacation leave shall be granted in whole hour units. On termination of service, any
8 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
9 last day at work or beginning of terminal leave.

10 (g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but
11 may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted
12 to the employee at the discretion of the manager/supervisor as provided by this ordinance in one
13 of the following ways:

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

15 (2) When directed to take paid time off by the manager/supervisor.

16 (3) When an employee is terminated or resigns from the Medical Examiner's Office.

17 (4) When an employee whose salary is established in Sections 2(a) reaches the established
18 maximum accrual and would cease accruing vacation, the employee may notify the
19 manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at
20 least seven (7) days prior to the first work day the employee intends to take off. If the
21 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and

1 without assuming liability for disciplinary action, take the paid leave, which was proposed in
2 writing.

3 (5) All employees may request payment from the appointing authority for forty (40) hours
4 of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for
5 that year is not exceeded. This may be done a maximum of once in each calendar year.
6 Management employees may request payment from the appointing authority for up to an additional
7 forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules
8 do not permit them to be absent from work. These requests are subject to the prior approval of the
9 Chief Medical Examiner.

10 **(h)** During the first twelve (12) months of employment, unless stated otherwise in this
11 ordinance, accrued vacation may be granted to an employee provided that the employee has
12 completed six (6) months of continuous service. When the service of an employee is terminated
13 after twelve (12) months of continuous service, any accumulated vacation that is due the employee
14 shall be paid. When employment is terminated before completing twelve (12) months of
15 continuous service, any previously advanced vacation leave shall be deducted from the employee's
16 final pay.

17 **(i)** Employees who separate from the Medical Examiner's Office and who return to the
18 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
19 for prior continuous service in determining the vacation accrual rate in accordance with *Section*
20 *17(a), 17(b), 17(d), 17(e), or 17(f)* of this ordinance and based on the date of the employee's
21 original appointment.

1 **(j)** Employees who move to the Medical Examiner's Office from a non-Medical Examiner's
2 Office shall be given credit for the years of service in the non-Medical Examiner's Office in
3 determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance
4 and based on the date of the employee's original appointment.

5 **(k)** Employees who return to work from a "reemployment from layoff" eligible list shall be
6 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
7 the employee has completed six (6) months of continuous service prior to the layoff and with
8 approval of the manager/supervisor. An employee who has completed less than six (6) months of
9 continuous service will be required to complete the remaining portion of the six (6) months period
10 before being eligible to use vacation.

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

15 **(l)** Managers/supervisors shall be responsible for the management of their vacation schedules
16 so as to most effectively administer their organizations and fulfill the desire of employees in the
17 establishment of leave schedules.

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

1 **(q)** With the approval of the Chief Medical Examiner, 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. The Chief Medical Examiner may pay previously accrued vacation
4 off in a lump sum to an employee whose service with the City Medical Examiner's Office has
5 terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum
6 payment shall include compensation for any holidays occurring during the employee's terminal
7 vacation leave period as if employee's vacation had been run out on payroll.

8 **(r)** Employees occupying excepted positions in the Medical Examiner's Office shall be
9 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in an
10 excepted position ends and who is then appointed to a permanent competitive position working
11 fifty percent (50 percent) time or more shall become eligible to accrue vacation leave with pay
12 upon appointment to the competitive position. Length of cumulative service for the purpose of
13 determining rate of vacation leave accrual shall be based on the employee's original date of
14 appointment to the excepted position, providing there was no break in service between expiration
15 of the excepted position and appointment to the permanent competitive position. The date of
16 appointment to the permanent competitive position shall be used to determine the appropriate rate
17 of vacation accrual for the corresponding length of cumulative service in accordance with the
18 schedule established in Section 17(b).

19 **(s)** Managers/supervisors shall report leave with pay for vacation and such other authorized
20 absences as the Chief Medical Examiner shall designate in such form and at such time as the Chief
21 Medical Examiner may require.

22 **SECTION 18. SICK LEAVE**

1 **(a)** Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
2 may choose to use his/her sick leave in accordance with regulations established by the Chief
3 Medical Examiner.

4 **(b)** An active employee who is a member of the Employees Retirement System of the City of
5 St. Louis, and who applies for retirement and immediately retires from active service, shall receive
6 payment for his/her sick leave balance less any sick leave credited or paid to a member or used in
7 the calculation of retirement benefits under this or any other ordinance(s). If the Employees
8 Retirement System provides for sick leave to be credited or paid to a member or used in the
9 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50
10 percent) of the value of the employee's sick leave balance. If the Employees Retirement System
11 of the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
12 calculation of retirement benefits, this payment shall be fifty percent (50 percent) of the value of
13 the employee's sick leave balance at time of retirement.

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

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

21 **SECTION 19. MEDICAL LEAVE**

1 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
2 competitive positions working fifty percent (50 percent) time or more in accordance with
3 regulations and procedures established by the Chief Medical Examiner.

4 **(1)** All employees, unless otherwise stated in this ordinance, shall accrue three (3)
5 hours of medical leave for each bi-weekly pay period of employment but must complete the entire
6 pay period to accrue the medical leave at the end of said pay period. This accrual rate is established
7 for employees working an average work week of forty (40) hours. Medical leave shall be
8 computed on a proportionate basis for employees whose average work week is more or less than
9 forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing
10 authority after completing twenty-six (26) weeks of continuous service.

11 **(b)** The Chief Medical Examiner may establish a system of cash awards, paid time off or other
12 incentives to reward employees for perfect and near perfect attendance.

13 **(c)** An appointing authority shall remove an employee from the payroll for unexcused absence
14 in accordance with regulations and procedures established by the Chief Medical Examiner. When
15 an employee is docked from the payroll under the provisions of this section, the amount deducted
16 from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly rate as
17 defined in this ordinance for each hour of unexcused absence. If an employee is docked from the
18 payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue medical
19 leave for the pay period.

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

1 **(e)** All leave with or without pay for illness, injury, or physical inability to perform assigned
2 duties shall be recorded on the payroll or a subsidiary document in the manner established by the
3 Chief Medical Examiner. Compensation for periods of absence from work when an employee
4 sustains an injury by accident on the job shall be governed by the provisions of *Section 25*
5 *(Workers' Compensation and Disability Leave)* of this ordinance.

6 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior medical
7 leave balance and sick leave balance restored if any, provided any sick leave balance has not been
8 credited to the employee's length of service in determining pension benefits paid to the retiree. An
9 employee who is reemployed from an authorized layoff and who has a medical and/or sick leave
10 balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff
11 may take approved medical and/or sick leave upon reemployment.

12 **(g)** Each manager/supervisor shall institute procedures, in accordance with regulations
13 established by the Chief Medical Examiner that will discourage the improper use of medical leave
14 with pay. When an employee is removed from the payroll for absence not approved by the
15 appointing authority, the employee shall be notified promptly in writing.

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

18 **SECTION 20. MILITARY LEAVE**

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

21 Each employee is required to give advance notice (at least 30 days prior to departure when
22 feasible), preferably in writing, of service obligation or intention to perform services in the

uniformed services, unless such notice is prevented by military necessity, as determined 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.

SECTION 21. EDUCATION REIMBURSEMENT

A manager/supervisor may, with the prior approval of the Chief Medical Examiner, 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 budgeted therefore.

A manager/supervisor, with the approval of the Chief Medical Examiner, 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 22. LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE

1 An employee may request a leave of absence, or a manager/supervisor may request a leave
2 of absence for an employee, for any reason under the City's general leave policy, or a
3 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
4 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
5 provisions and regulations as determined by the Chief Medical Examiner.

6 **(a)** A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an
7 employee in the Medical Examiner's Office a general leave of absence without pay for a period of
8 one year, which may be extended, with the prior approval of the Chief Medical Examiner.

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

20 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
21 family/medical leave.

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

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

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

20 (d) In the event that emergency conditions occur which require the closing of City-operated
21 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
22 of the City of St. Louis may declare an emergency and require an employee or group of employees

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

7 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
8 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
9 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and
10 medical leave during the period of non-paid leave. Upon the expiration of such leaves of absence,
11 the employee shall follow the procedures as established in this *Section 22* and any other applicable
12 regulations and procedures as established by the Chief Medical Examiner.

13 **(f)** A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
14 employee on a forced leave of absence with or without pay pending the outcome of an investigation
15 or of a pending disciplinary action against the employee. Employees being placed on forced leave
16 may elect to be placed on either vacation leave or compensatory time.

17 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
18 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
19 program.

20 **SECTION 23. INSURANCE BENEFITS**

21 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
22 plans for life, health, medical, disability, and other insurance coverage deemed necessary for

employees in the Medical Examiner's Office and other employees for the City and their dependents. The Department 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 24. 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 Chief Medical Examiner 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.

SECTION 25. WORKERS' COMPENSATION AND DISABILITY LEAVE

(a) Any employee in the Medical Examiner's Office whose class title and grade are established in Section 1(a) and denoted by the suffix "G," or "M" of this ordinance, including employees who are compensated on a per performance or unit of work basis, who shall suffer personal injury by

1 accident or occupational disease arising out of and in the regular course of employment while
2 engaged in or about the premises where an employee's duties are being performed or where an
3 employee's presence is required as part of his/her employment, shall promptly report such injury
4 by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn
5 report, through the manager/supervisor, all facts concerning the incident to the City Counselor and
6 the Chief Medical Examiner. The manager/supervisor shall promptly provide such written
7 information and recommendations as may be requested by the City Counselor to aid in making the
8 determination of the period of disability.

9 The employee who suffers a personal injury as described in part (a) of this section, and
10 which results in temporary disability, may elect to use sick or medical leave for the first three (3)
11 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
12 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
13 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
14 days of disability will be restored to the employee's sick or medical leave balance. The City
15 Counselor shall determine the actual amount of compensation and length of time during which
16 payments are made for such temporary disability in accordance with the Missouri Workers'
17 Compensation Law.

18 **(b)** The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
19 an employee to undergo a physical examination and medical or surgical treatment at the expense
20 of the City to diagnose and treat injuries or illnesses arising out of employment.

21 **(c)** The City Counselor and the Comptroller shall establish procedures for paying
22 compensation to employees or former employees who are permanently disabled and due

1 compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate
2 the fund or appropriation out of which such payment shall be made.

3 **(d)** The City Counselor and the Chief Medical Examiner shall be responsible for the
4 administration of the provisions of this Section and shall establish and publish procedural
5 regulations for the administration of the program. Each manager/supervisor shall establish
6 procedures to comply with the provisions of this section and established regulations.

7 **SECTION 26. JURY AND WITNESS LEAVE**

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

1 The manager/supervisor shall, upon receipt of the statement of jury service, credit the employee
2 with paid jury leave for such service.

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

14 **SECTION 27. DEFERRED COMPENSATION**

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

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

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

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

17 **SECTION 28. RETIREMENT**

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

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

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

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25 percent) 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, and

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25 percent) of a member's total sick leave on the date of retirement.

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

(4) Twelve (12).

The years of creditable service of a member shall be the number of years and completed months of service during which he/she receives compensation from the first day of the calendar month following the date of the beginning of each employment with an employer until his/her employment is terminated, subject to the provisions of this section. The years of creditable service

1 of an employee hired after the operative date who had attained the age of sixty (60) years at initial
2 employment shall be the number of years and completed months of service during which he/she
3 receives compensation from October 1, 1988, and hereafter, from the first day on or after October
4 1, 1988, of the beginning of each employment with an employer until his/her employment is
5 terminated. No creditable service shall be granted for any period of employment before October
6 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable
7 service for prior employment shall be granted an employee who becomes a member after April 1,
8 1960, unless he/she was employed by an employer on April 1, 1960.

9 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below
10 shall be considered as additional creditable service for calculation of retirement benefits under any
11 provision of this ordinance:

- 12 (a) Sick leave hours considered as creditable service for the purpose of determining
13 eligibility for retirement benefits, and
14 (b) Sick leave hours paid to the member upon termination of his/her employment, and
15 (c) Sick leave hours used in determining final average compensation.

16 **SECTION 29. SEVERABILITY**

17 The sections of this ordinance shall be severable. In the event that any section of this
18 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this
19 ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and
20 inseparably connected with and dependent upon the void section that it cannot be presumed that
21 the Aldermen would have enacted the valid sections without the void ones, or unless the court

finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION 30. REPEAL OF PREVIOUS ORDINANCES

Ordinance Number 71113 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

SECTION 31. 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.

	SECTION(S)
Alphabetical List of Classes	1
Changes to Classification Plan.....	11
Codes for Classes	1
Compensatory Time.....	15, 16
For Overtime.....	15
In Lieu of Holiday.....	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7

1	For Vacation.....	17
2	Conversion to New Pay Schedule.....	9
3	Death Benefit	24
4	Deferred Compensation	27
5	Disability Leave	25
6	Education Assistance	21
7	Holidays	16
8	Hours of Work	14
9	Insurance Benefits.....	23
10	Jury Leave	26
11	Leaves of Absence	22
12	Emergency	22(d)
13	Excepted Positions, Coverage of	22(c)
14	Family/Medical	22
15	Forced	22(f)
16	Medical Leave.....	19
17	Military Leave.....	20
18	Minimum Hours of Work	14
19	Overtime (OVTM)	1, 15
20	Payroll	12, 13
21	Retirement.....	28
22	Severability	29

1	Sick Leave.....	18
2	Vacation	17
3	Workers' Compensation.....	25
4	Approved:	

ORDINANCE 71113

**BOARD BILL NUMBER 240 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 Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 70019; 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 Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance.

TITLE	CODE	GRADE/			
		SCHEDULE	OVTM		
Administrative Assistant I	1621	13	G		3
Administrative Assistant II	1622	14	M		1
Administrative Assistant III	1623	15	M		1
Administrative Secretary	1137	13	G		3
Autopsy Technician I	5411	10	G		3
Autopsy Technician II	5412	11	G		3

1	Autopsy Technician III	5413	12	G	3
2	Autopsy Technician Supervisor	5414	13	G	3
3	Custodian/Courier	3711	8	G	3
4	Executive Director for Operations	1736	23	M	1
5	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
6	Forensic Office Administrator I	1621	19	M	3
7	Forensic Office Administrator II	1622	20	M	1
8	Forensic Office Administrator III	1623	22	M	1
9	Medical Transcriptionist	1122	12	G	3
10	Medicolegal Investigation Supervisor	2355	17	M	2
11	Medicolegal Investigator I	2351	13	G	3
12	Medicolegal Investigator II	2352	14	G	3
13	Medicolegal Investigator III	2353	16	G	3
14	Medicolegal Investigator IV	2354	17	G	3
15	Morgue Attendant	5410	8	G	33
16	Secretary	1132	10	G	3
17	X-ray Technician	5441	11	G	3
18	Intern – Level 1	9991	00	I	3
19	Intern – Level 3	9992	00	I	3
20	Intern – Level 3	9993	00	I	3
21	Intern – Level 4	9994	00	I	3
22	Intern – Level 5	9995	00	I	3

Intern – Level 6 9996 00 I 3

SECTION 2

OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES

The Chief Medical Examiner recommends pay schedules for all pay grades denoted in Section 1(a) of the classification plan prepared and adopted by management. The official pay schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows:

(a) – General and Management Schedule.

(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 beginning with the bi-weekly pay period following the effective date of this ordinance.

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>		
<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
7	840	1294
8	912	1404
9	989	1523
10	1074	1654

1	11	1169	1800
2	12	1270	1956
3	13	1400	2156
4	14	1605	2472
5	15	1839	2838
6	16	2110	3255
7	17	2421	3739
8	18	2777	4293
9	19	3189	4931
10	20	3662	5664
11	21	3951	6114
12	22	4263	6600
13	23	4601	7126

14

15 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix
16 "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 21, 2020.

17 **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	1815	2001
26	1219	1323	1435	1558	1696	1843	2031
27	1237	1343	1457	1582	1722	1870	2062
28	1256	1363	1478	1605	1747	1898	2093
29	1274	1384	1501	1629	1774	1927	2124

1

	30		1294	1404	1523	1654	1800	1956	2156	
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	2472	2838	3255	3739	4293	4931	5664	6114	6600	7126

(b) SHIFT DIFFERENTIAL: Shift differential shall be paid for certain work assignments.

The Chief Medical Examiner 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) to be eligible for shift differential compensation, the employee must work a shift that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

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

1 An employee whose pay range is established in Section 2(a) shall receive shift differential
2 for working a portion of an eligible shift, providing the portion of the shift not worked is charged
3 to paid leave. Shift differential shall only be paid for whole hours worked; a fraction of an hour
4 shall not be counted toward the payment of the differential.

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

9 **(c) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
10 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.
11 This differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee
12 shall receive weekend differential for working any portion of an eligible day. This differential
13 shall only be paid for whole hours worked, providing the portion of the day not worked is charged
14 to paid leave. Weekend differential shall not be paid to employees compensated on an hourly or
15 per performance basis or bi-weekly paid employees who work part-time. Neither will the weekend
16 differential be paid to full-time regular employees docked for any portion of a day on which the
17 differential would otherwise be paid.

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

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

8 The Chief Medical Examiner is not permitted to utilize per performance and hourly
9 employees as a method of replacing bi-weekly rate employees who would be entitled to employee
10 benefits. Therefore, per performance and hourly employees will be limited to work an equivalent
11 of ten (10) months of full time employment (1,733 hours) per year.

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

15 (f) The Chief Medical Examiner, may establish rates and conditions under which
16 compensation may be granted for periods of time during which an employee is away from the job
17 site but restricted in his/her activities because of an assignment by the Chief Medical Examiner to
18 be available for a call to return to the work site to perform emergency duties. Pay rates and
19 conditions established under the provisions of this Section 2(l) may include reasonable minimum
20 pay guarantees for employees required to return to the work site to perform emergency duties. The
21 provisions of this *Section 2(l)* shall not be construed to restrict the right of the Medical Examiner
22 to establish call back procedures for employees as an established condition of employment.

1 **(g)** The Chief Medical Examiner may authorize payment of special recruitment bonuses,
2 travel, moving and related expenses to recruit employees for positions when funds for this purpose
3 are appropriated to the Office of the Medical Examiner.

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

8 **(i)** (1) The Chief Medical Examiner may establish cash awards or other incentives for an
9 employee or group of employees to recognize and reward increased productivity or effectiveness.
10 The incentives offered may include cash, paid time off, and such other reasonable incentives as
11 the Chief Medical Examiner may determine. Cash awards shall be made from the personal services
12 appropriation of the unit, the account from which the employee's salary is paid or from a general
13 appropriation for this purpose.

14 (2) The Chief Medical Examiner may establish a program of cash awards or other
15 incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the
16 purpose of providing additional compensation for employees who are fluent in a foreign language
17 and who use this skill in the necessary and regular recurring performance of the duties of their
18 position. Cash awards shall be made from the personal services appropriation of the unit, the
19 account from which the employee's salary is paid or from a general appropriation for this purpose.
20 Cash awards and incentives under this program shall be made in accordance with guidelines
21 established by the Chief Medical Examiner.

1 (3) Notwithstanding any other provision in this ordinance, the Chief Medical Examiner
2 is authorized to extend the maximum of the pay ranges by up to twenty-five percent (25%) for the
3 purpose of compensating positions which are extremely hard to fill.

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

14 (j) An employee who is appointed to a position requiring advanced technical skills or
15 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
16 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
17 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
18 possesses exceptional academic qualifications related to the duties of the position or that the
19 employee is registered or certified by an organization or board recognized by the Chief Medical
20 Examiner to be especially suited, considering the duties of the position, and when such academic
21 qualification, registration, or certification is not deemed a necessary qualification for the class of
22 position.

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

8 **(k)** The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
9 expenses incurred by employees for the purchase of uniform apparel required in the performance
10 of the duties of their positions, when funds have been budgeted therefore.

11 The Chief Medical Examiner may exercise the option to furnish such uniform as may be
12 required in the employee's performance of his/her duties.

13 The Chief Medical Examiner may establish regulations relating to employees' eligibility
14 for reimbursement for uniforms.

15 Further, when funds have been budgeted therefore, the Chief Medical Examiner may
16 authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty
17 dollars (\$50) per incident for damage to personal property sustained while the employee was
18 directly engaged in performing assigned and/or authorized duties during a shift.

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

1 assignments for which Contingency Assignment Differential will be paid. The assignment of an
2 employee to said assignment having a contingency assignment differential will be determined by
3 the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In
4 addition, the removal of an employee from said assignment shall not constitute a demotion or
5 reduction in pay. The Chief Medical Examiner will review the qualifications of the employee
6 being considered for the assignment to determine if they meet the necessary minimum
7 qualifications for the position being considered.

8 For an employee whose pay range is established in Section 2(a) with the prior approval of
9 the Chief Medical Examiner, the contingency assignment differential will be ten percent (10%) of
10 the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period
11 worked or one percent (1%) of the employee's regular base bi-weekly rate for each shift
12 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 leave,
15 etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay period but
16 not more than thirteen (13) pay periods, and offset by any days that the employee by reason of
17 absence is not fulfilling the assignment. The Chief Medical Examiner will determine the
18 assignments for which the temporary assignment differential will be paid. The assignment or
19 removal of an employee from said assignment having a temporary assignment differential will be
20 determined by the Chief Medical Examiner and will not constitute a promotion, demotion,
21 advancement, or reduction in pay. The intended employee must meet the minimum qualifications

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

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

9 **(m)** City employees who are required by the Chief Medical Examiner to routinely use their
10 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
11 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

12 **SECTION 3**

13 **SUBSISTENCE AND MAINTENANCE CHARGES**

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

22 **SECTION 4**

1 **SALARY RANGE LIMITATIONS**

2 No employee in the Medical Examiner's Office shall be paid at a rate lower than the
3 minimum or higher than the maximum of the salary range established for the class to which his/her
4 position has been allocated, except as otherwise provided in this ordinance.

5 **SECTION 5**

6 **STARTING SALARY**

7 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the class
8 shall be determined by the Chief Medical Examiner for the excepted position.

9 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
10 shall be paid upon original appointment to the class unless the Chief Medical Examiner finds that
11 it is difficult to secure the services of persons with minimum qualifications or experienced
12 qualified persons at the minimum rate.

13
14 The Chief Medical Examiner may establish a recruitment rate for a single position or all
15 positions in a class and authorize employment at an amount above the minimum but within the
16 regular range of salary established for the class. When a recruitment rate is established for an
17 entire class, employees already in such class may have their salaries adjusted to appropriate rates
18 in the new range resulting from the establishment of the recruitment rate.

19
20 In the event that the Chief Medical Examiner finds that it is difficult to secure the services
21 of sufficient numbers of employees for a class or occupational series after a diligent recruitment

1 effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which is
2 not more than twenty-five percent (25%) above the maximum established in this ordinance.

3
4 (c) Employees with permanent status who are eligible for reemployment as determined by the
5 Rules of the Department of Personnel shall be reemployed at an appropriate rate within the new
6 salary range which takes into consideration the employee's prior service in the position, as
7 determined by the Chief Medical Examiner.

8 9 **SECTION 6**

10 **PROMOTION, DEMOTION, REALLOCATION,** 11 **TRANSFER AND TEMPORARY PROMOTION**

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

16
17 (a) Promotion: This shall be defined as a change of an employee in the Medical Examiner's
18 Office from a position of one class to a position of another class with a higher pay grade or a higher
19 starting minimum salary.

20
21 (1) When an employee is promoted to a position in the General or Management Pay
22 Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent

1 (5%) higher than the rate received immediately prior to the promotion or adjusted to the nearest
2 step in the new pay matrix which is not less than but is closest to a rate which is five percent (5%)
3 higher than the rate received immediately prior to promotion. The Chief Medical Examiner, may
4 increase the pay of an employee up to twenty percent (20%), adjusted to the nearest step, when
5 such action is needed to attract experienced, qualified candidates for a position. Such salary
6 determinations shall take into consideration the nature and magnitude of the accretion of duties
7 and responsibilities resulting from the promotion. However, no employee shall be paid less than
8 the minimum rate nor more than the maximum rate for the new class of position, except as
9 otherwise provided in this ordinance.

10
11 (2) Temporary Promotion: When an employee, whose salary range is established in
12 Section 2(a) is certified and temporarily promoted to a vacant position, for a limited duration, the
13 employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this Section. Upon
14 expiration of the temporary promotion, the employee shall be returned to his/her former rate of
15 pay, adjusted by any increases the employee would have received in the absence of the temporary
16 promotion. In no case shall the employee's salary be above the maximum of the salary range,
17 unless otherwise provided for in this ordinance.

18
19 (b) Demotion: This shall be defined as a change of an employee in the Medical Examiner's
20 Office from a position of one class to a position of another class which has a lower pay grade and
21 a lower starting minimum salary.

1 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of
2 the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall
3 be established at a rate within the range for the new position which is at least five percent (5%)
4 lower than the rate received immediately prior to the demotion or reduced to the nearest step which
5 is at least five percent (5%) lower than the rate received immediately prior to the demotion, except
6 no employee shall be reduced below the minimum of the range unless otherwise provided for in
7 this ordinance. The amount of the reduction shall be determined by the Chief Medical Examiner.

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

16
17 (3) When an employee is demoted for reasons in the best interest of the Medical
18 Examiner Office as determined by the Chief Medical Examiner, his/her salary may be reduced by
19 reason of the new salary range and grade with the prior approval of the Chief Medical Examiner.
20 If the salary of such employee is above the maximum for the new position the employee's salary
21 shall not be increased so long as he/she remains in the position, except as otherwise provided by
22 this ordinance.

1
2 **(c) Reallocation:**

3
4 (1) If the employee's position is reallocated to a class in a lower pay grade and the
5 employee's rate of pay for the previous position is within the salary range of the new position,
6 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's rate
7 of pay shall not be reduced.

8
9 (2) The salary of an employee whose position is allocated to a class in a higher pay
10 grade shall be determined in accordance with the provisions of this Section 6(a)(1) relating to
11 salary advancement on promotion.

12
13 **(d) Transfer:** The salary rate of an employee who transfers to a different position in the same
14 class, or from a position in one class to a position in another class in the same pay grade, shall
15 remain unchanged, provided that no employee shall be paid less than the minimum rate nor more
16 than the maximum rate for the new class of position, except as otherwise provided in this
17 ordinance.

18
19 **(e) Over Maximum:** The salary of an employee, which is in excess of the maximum of the
20 range prescribed by this ordinance for the class and grade to which his/her position has been
21 allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade.

1 The salary of such employee shall not be increased so long as he/she remains in the class of
2 position, except as otherwise provided by this ordinance.

3 4 **SECTION 7**

5 **SALARY ADJUSTMENT**

6
7 Salary adjustments for all employees in competitive positions shall be based on
8 considerations of merit, equity, or success in fulfilling predetermined goals and objectives as
9 herein provided.

10
11 **(a)** Competitive positions for which salary is established in Section 2(a) - General and
12 Management Schedule;

13
14 (1) All full time employees employed on March 29, 2020 whose salary is established
15 in Section 2(a) – General and Management Pay Schedules, shall receive a one-time, lump sum
16 payment of \$1,000.00 effective with the pay period beginning March 29, 2020.

17
18 (2) Any employee whose salary is established in Section 2(a) – General and
19 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
20 Rating Manual. The rating together with the standards of performance established in the rating
21 manual shall determine eligibility for a two percent (2%) or in the second year, a one step within-

range (merit) increase at intervals as outlined in the City's Service Rating Manual or other pay regulation(s) or ratings as determined by the Chief Medical Examiner.

(3) Effective beginning with the bi-weekly pay period starting June 21, 2020, all employees whose salary is established in Section 2(a) – General and Management 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.

(4) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the City's Service Rating Manual, shall have his/her salary reduced as determined by the standards established in the City's 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 or an across-the-board ordinance increase, an increase resulting from an authorized incentive program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence from service as a result of any authorized paid leave, suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence from service for any other cause shall result

1 in breaking continuity of service and establishment of a new anniversary date, except as otherwise
2 provided in this ordinance. The Chief Medical Examiner may authorize different anniversary dates
3 for an employee or groups of employees.

4
5 (c) The Chief Medical Examiner may evaluate the performance of an employee whose salary
6 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
7 intervals as described above except in the case of:

8
9 (1) Exceptional performance of duties:

10
11 With the prior approval of the Chief Medical Examiner may advance the salary of an
12 employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks
13 of employment at the same rate in the salary range by not more than ten percent (10%) or to the
14 closest step in the pay range which provides not more than a ten percent (10%) increase; this may
15 be in addition to any merit increase received.

16
17 (2) Substandard performance of duties:

18
19 The Chief Medical Examiner may reduce the salary of an employee whose level of
20 performance is significantly diminished and no longer warrants payment at the current rate within
21 the range as provided in the City's Service Rating Manual; providing the employee's salary is

1 above the minimum of the range, established in Section 2(a) and allocated to Overtime Code 3 or
2 Overtime Code 4.

3
4 The granting of any such increase or decrease in salary shall be made at the beginning of a
5 payroll period, as determined by the Chief Medical Examiner, following approval of such salary
6 action.

7
8 **(d)** The Chief Medical Examiner may approve adjustments to correct or mitigate serious and
9 demonstrable internal pay inequities. Salary adjustments under this provision shall preclude
10 adjustments to compensate or reward employees for long-term or meritorious service.

11
12 **(e)** The pay of any employee may be decreased as a disciplinary action by the Chief Medical
13 Examiner to a lower rate. Any such decrease shall be made in accordance with the established
14 disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current
15 salary rate. The decrease may be below the minimum of the pay range for the class. The
16 appointing authority may determine the pay decrease shall be effective for a specific number of
17 bi-weekly pay periods provided, however, that such decrease shall not be effective for more than
18 thirteen (13) bi-weekly pay periods.

19
20 **(f)** An employee who is temporarily promoted shall be eligible for within range salary
21 adjustments under provisions of this Section 7.

1 **(g)** The Chief Medical Examiner 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 Medical Examiner's Office shall represent the total
9 remuneration for the employee, excepting reimbursements for official travel and other payments
10 specifically authorized by ordinance. No employee shall receive remuneration from the City in
11 addition to the salary authorized in this ordinance for services rendered by the employee in the
12 discharge of the employee's ordinary duties, of additional duties which may be imposed upon the
13 employee, or of duties which the employee may undertake or volunteer to perform.
14

15 Whenever an employee not on an approved paid leave works for a period less than the
16 regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall
17 be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
18 employee's position. The payment of a separate salary for actual hours worked from two (2) or
19 more departments, divisions or other units of the City for duties performed for each of such
20 agencies is permissible if the total salary received from these agencies is not in excess of the
21 maximum rate of pay for the class.
22

1 **(b)** No employee shall be reduced in salary by reason of the adoption of the new pay schedules
2 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 Chief Medical Examiner 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 the
9 application of the conversion procedures established in this Section 9.

10
11 **(e)** The Chief Medical Examiner shall establish such procedures as needed to place this
12 ordinance into effect and interpret its provisions.

13
14 **SECTION 10**
15 **PAYMENT OF SALARIES**
16

17 All compensation for positions in the Medical Examiner's Office shall be paid bi-weekly.
18 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
19 on the various payrolls. The payment due each employee for service, except as otherwise provided,
20 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
21 event that an employee is dismissed or has been employed for occasional or emergency work, the
22 Comptroller may immediately pay the employee upon termination of service without waiting for

1 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
2 Commission where the employee worked.

3
4 **SECTION 11**
5 **CHANGES TO CLASSIFICATION PLAN**
6

7 Whenever the Chief Medical Examiner finds it necessary to add a new class to the
8 classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and
9 schedule in this ordinance and notify the Board of Aldermen of this action.

10
11 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
12 an existing class within the classification plan, the Chief Medical Examiner shall change the
13 overtime code and notify the Board of Aldermen of this action.

14
15 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of an
16 existing class within the classification plan, the Chief Medical Examiner shall allocate the class to
17 the appropriate schedule in this ordinance and notify the Board of Aldermen of this action.

18
19 The pay grade allocated to a class of position within the classification plan shall remain
20 unchanged for the duration of the existing compensation ordinance. Whenever the Chief Medical
21 Examiner considers it necessary to change the pay grade of an established class of position, such
22 adjustment can only be made concurrent with the adoption of a new compensation ordinance.

1 Recommendation for the allocation of a new pay grade shall be made by the Chief Medical
2 Examiner for final approval by the Board of Aldermen.

3 4 **SECTION 12**

5 **PAYROLL FORMS**

6
7 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
8 certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment
9 of a person to fill the position. The Chief Medical Examiner shall indicate on these forms the
10 proper allocation of the position and the rate at which payment is to be made. When approved by
11 the Chief Medical Examiner and submitted to the Comptroller, these forms shall constitute
12 authorization for the initial placing of a person's name on the payroll. The Comptroller shall not
13 authorize any change in the rate of pay of an individual on the payroll unless approved by the Chief
14 Medical Examiner. The Comptroller shall provide the Chief Medical Examiner with a copy of
15 each payroll audited and found correct within twenty-one (21) days after audit and approval of the
16 payroll by the Comptroller's Office.

17 18 **SECTION 13**

19 **CERTIFICATION OF PAYROLL**

20
21 The Chief Medical Examiner shall certify on each payroll or a subsidiary document that
22 each person whose name appears on the payroll has been lawfully appointed at a salary provided

1 by this ordinance and that the employee has actually worked the time for which he/she will be
2 paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in
3 the Medical Examiner's Office.

4 5 **SECTION 14**

6 **MINIMUM WORK HOURS**

7
8 The Chief Medical Examiner shall establish procedures to assure that the employees under
9 his/her supervision are actively engaged in the performance of the duties of their positions in
10 accordance with the provisions of this section.

11
12 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
13 established for each position in the work unit. Work schedule reports shall be submitted upon
14 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
15 the permanent work schedule of a position. The work schedule submitted by the
16 manager/supervisor shall constitute the normal work schedule for the position when approved by
17 the Chief Medical Examiner.

18
19 All employees in the Medical Examiner's Office shall be in attendance at their work in
20 accordance with schedules established under the provisions of this Section 14, subject to other
21 provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs,
22 sick leave, military leave, and leaves of absence with or without pay.

1
2 **(a)** Employees whose salaries are established in Section 2(a): Forty (40) hours shall constitute
3 the average minimum required weekly hours of service in an employment cycle under regular full-
4 time employment for all City employees paid on a bi-weekly basis and occupying positions in the
5 Medical Examiner's Office. The minimum daily and annual service required of such employees
6 shall be in proportion to the average minimum weekly hours established.

7
8 Each manager/supervisor shall so arrange the time for reporting for work, for luncheon
9 intermission, and for quitting work of the various employees under their jurisdiction.

10
11 **(b)** Management Employees: Managers for employees occupying full-time positions whose
12 salaries are established in Section 2(a) of this ordinance shall initiate procedures to see that such
13 employees are engaged in the performance of their duties on a full-time basis. Full-time
14 employment for any employee whose classification is denoted in the Management Schedule shall
15 be defined as an average of forty (40) hours per week of time devoted to the duties of the position
16 on an annual basis.

17 18 **SECTION 15**

19 **OVERTIME**

20
21 **(a)** The Chief Medical Examiner shall determine those positions in the Medical Examiner's
22 Office of the City of St. Louis which are exempt from overtime compensation and those positions

1 which are not exempt from overtime compensation. The overtime codes established for each class
2 in Section 1(a) of this ordinance shall be interpreted as follows:

3
4 OVERTIME CODE (OVTM):

5
6 1 These classes are primarily managerial in nature, but may also include some
7 professional or administrative classes that are ineligible for overtime pay
8 under all but emergency conditions as described in Section 15(d) of this
9 ordinance.

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

14
15 3 These are non-exempt classes that receive overtime compensation at the one
16 and one-half (1.5x) time rate.

17
18 Managers/Supervisors are prohibited from changing employee work schedules to avoid the
19 payment of overtime.

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

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Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each manager/supervisor shall designate and submit to the Chief Medical Examiner the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment.

Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works hours in excess of the maximum established for an official work week or work cycle, usually forty (40) hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition to the actual hours worked, vacation, and compensatory time only shall count as hours worked for the purpose of determining eligibility for overtime compensation.

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

1 compensatory time only shall count as hours worked for the purpose of determining eligibility for
2 overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's
3 regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate
4 of one (1) hour for each hour of overtime worked. The average number of scheduled hours in a
5 bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular
6 hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing
7 the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
8 of work in a bi-weekly pay period.

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

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

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

5
6 Pay shall be the regular method of compensation for recorded overtime hours of work for
7 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
8 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
9 time off in lieu of pay only if the employee requests compensatory time, in writing.

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

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

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

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

(g) All sections shall keep daily attendance records of Medical Examiner Employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified as required or requested.

SECTION 16

HOLIDAYS

(a) Medical Examiner 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 Medical Examiner 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.

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

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

1
2 **(b)** Each manager/supervisor shall determine the manner of granting holidays and shall report
3 his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner.
4 When full-time employees, whose pay is established in Section 2(a) of this compensation
5 ordinance, are required to work on a holiday they shall be entitled to compensation for the holiday
6 and the hours actually worked. Compensation for the holiday shall be in an amount proportionate
7 to the number of hours an employee is 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 or
12 shift.

13
14 If an employee is docked from the payroll for one hour or more on the full scheduled
15 workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled
16 holiday, the employee shall not be compensated for the holiday.

17
18 The holiday compensation procedures established by this Section 16 shall apply to full-
19 time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees
20 shall be compensated for holidays in proportion to the percentage of time they are regularly
21 scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to
22 holiday compensation, except as otherwise provided in this ordinance.

1
2 In the event that the holiday schedule established in this Section 16 is revised, employees
3 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
4 accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave
5 policies for employees occupying public safety positions which qualify for the special overtime
6 pay provisions under Federal law or for employees with official work schedules authorized by the
7 Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule.
8 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
9 the same manner who work substantially equivalent work schedules.

11 SECTION 17

12 VACATION

13
14 Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent
15 competitive positions working fifty percent (50%) time or more. The Chief Medical Examiner
16 may establish additional guidelines and policies to govern the administration of vacation leave
17 benefits in the Medical Examiner's Office.

18
19 (a) Vacation hours shall be granted to employees whose pay is established in Section 2(a),
20 with appointment date before April 23, 1989.

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PAY ESTABLISHED
IN SECTION
2(a)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 or more years	9	234

Employees employed before July 18, 2010 whose pay is established in Section 2(a) 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,

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a) with appointment date on or after April 23, 1989.

PAY ESTABLISHED

1	IN SECTION		
2	2(a) or 2(b) or 2(c)		
3	Length of	Bi-Weekly	Annual
4	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
5	1 but less than 5 years	3	78
6	5 but less than 10 years	5	130
7	10 but less than 15 years	6	156
8	15 but less than 20 years	7	182
9	20 or more years	8	208

10

11 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of this
 12 ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service,
 13 fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty
 14 (40) hours of vacation added to their existing balance.

15

16 (c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their
 17 vacation balance upon completion of five (5) years of cumulative service, ten (10) years of
 18 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
 19 service.

20

21 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
 22 and accrual maximums for vacation are for employees working a scheduled work week of forty

1 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
2 for employees whose average work week is more or less than forty (40) hours. When an eligible
3 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
4 proportionately. All references in this ordinance to cumulative service for vacation shall mean
5 cumulative service without a break in service of more than one year, except as provided otherwise
6 in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in
7 a limited-term position shall be eligible to accrue vacation.

8
9 **(e)** (1) The maximum vacation balance for those working an average work week of forty
10 (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working more
11 or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in
12 accordance with Section 17 of this ordinance.

13
14 (2) When an employee's full-time average work week is changed, the maximum
15 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
16 current vacation balance adjusted so that the vacation shall maintain the same position relative to
17 the new maximum balance as existed with the employee's previous maximum balance. Accrual
18 of vacation shall cease when an employee accumulates the maximum vacation balance established
19 for the assigned work schedule and shall not resume until the vacation balance is less than the
20 maximum amount.

1 **(f)** 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 or beginning of terminal leave.

14
15 **(g)** Managers/supervisors shall be responsible for establishing all vacation leave schedules, but
16 may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted
17 to the employee at the discretion of the manager/supervisor as provided by this ordinance in one
18 of the following ways:

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

21
22 (2) When directed to take paid time off by the manager/supervisor.

1
2 (3) When an employee is terminated or resigns from the Medical Examiner's Office.

3
4 (4) When an employee whose salary is established in Sections 2(a) reaches the established
5 maximum accrual and would cease accruing vacation, the employee may notify the
6 manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at
7 least seven (7) days prior to the first work day the employee intends to take off. If the
8 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and
9 without assuming liability for disciplinary action, take the paid leave, which was proposed in
10 writing.

11
12 (5) All employees may request payment from the appointing authority for forty (40) hours
13 of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for
14 that year is not exceeded. This may be done a maximum of once in each calendar year.
15 Management employees may request payment from the appointing authority for up to an additional
16 forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules
17 do not permit them to be absent from work. These requests are subject to the prior approval of the
18 Chief Medical Examiner.

19
20 (h) During the first twelve (12) months of employment, unless stated otherwise in this
21 ordinance, accrued vacation may be granted to an employee provided that the employee has
22 completed six (6) months of continuous service. When the service of an employee is terminated

1 after twelve (12) months of continuous service, any accumulated vacation that is due the employee
2 shall be paid. When employment is terminated before completing twelve (12) months of
3 continuous service, any previously advanced vacation leave shall be deducted from the employee's
4 final pay.

5
6 **(i)** Employees who separate from the Medical Examiner's Office and who return to the
7 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
8 for prior continuous service in determining the vacation accrual rate in accordance with *Section*
9 *17(a), 17(b), 17(d), 17(e), or 17(f)* of this ordinance and based on the date of the employee's
10 original appointment.

11
12 **(j)** Employees who move to the Medical Examiner's Office from a non-Medical Examiner's
13 Office shall be given credit for the years of service in the non-Medical Examiner's Office in
14 determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance
15 and based on the date of the employee's original appointment.

16
17 **(k)** Employees who return to work from a "reemployment from layoff" eligible list shall be
18 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
19 the employee has completed six (6) months of continuous service prior to the layoff and with
20 approval of the manager/supervisor. An employee who has completed less than six (6) months of
21 continuous service will be required to complete the remaining portion of the six (6) months period
22 before being eligible to use vacation.

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

(l) Managers/supervisors 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 Chief Medical Examiner, 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. The Chief Medical Examiner may pay previously accrued vacation off in a lump sum to an employee whose service with the City Medical Examiner's Office has terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum

1 payment shall include compensation for any holidays occurring during the employee's terminal
2 vacation leave period as if employee's vacation had been run out on payroll.

3
4 **(r)** Employees occupying excepted positions in the Medical Examiner's Office shall be
5 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in an
6 excepted position ends and who is then appointed to a permanent competitive position working
7 fifty percent (50%) 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
16 **(s)** Managers/supervisors shall report leave with pay for vacation and such other authorized
17 absences as the Chief Medical Examiner shall designate in such form and at such time as the Chief
18 Medical Examiner may require.

19
20 **SECTION 18.**

21 **SICK LEAVE**

1 **(a)** Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
2 may choose to use his/her sick leave in accordance with regulations established by the Chief
3 Medical Examiner.

4
5 **(b)** An active employee who is a member of the Employees Retirement System of the City of
6 St. Louis, and who applies for retirement and immediately retires from active service, shall receive
7 payment for his/her sick leave balance less any sick leave credited or paid to a member or used in
8 the calculation of retirement benefits under this or any other ordinance(s). If the Employees
9 Retirement System 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 limited to a maximum of fifty percent
11 (50%) of the value of the employee's sick leave balance. If the Employees Retirement System of
12 the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
13 calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of the
14 employee's sick leave balance at time of retirement.

15
16 **(c)** If a member of the Employees Retirement System of the City of St. Louis who had been
17 otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive payment
18 based on the calculation above on the employee's sick leave balance, if any. Payment shall be
19 made in accordance with the procedures established by the Chief Medical Examiner.

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 be used in the determination of pension
3 benefits paid to the retiree.

4
5
6 **SECTION 19.**

7 **MEDICAL LEAVE**

8
9 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
10 competitive positions working fifty percent (50%) time or more in accordance with regulations
11 and procedures established by the Chief Medical Examiner.

12
13 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
14 hours of medical leave for each bi-weekly pay period of employment but must complete the entire
15 pay period to accrue the medical leave at the end of said pay period. This accrual rate is established
16 for employees working an average work week of forty (40) hours. Medical leave shall be
17 computed on a proportionate basis for employees whose average work week is more or less than
18 forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing
19 authority after completing twenty-six (26) weeks of continuous service.

20
21 **(b)** The Chief Medical Examiner may establish a system of cash awards, paid time off or other
22 incentives to reward employees for perfect and near perfect attendance.

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

9
10 (d) If management decides to send their employees or a group of employees' home due to
11 inclement weather, they will not lose their medical leave accrual for that pay period.

12
13 (e) All leave with or without pay for illness, injury, or physical inability to perform assigned
14 duties shall be recorded on the payroll or a subsidiary document in the manner established by the
15 Chief Medical Examiner. Compensation for periods of absence from work when an employee
16 sustains an injury by accident on the job shall be governed by the provisions of *Section 25*
17 *(Workers' Compensation and Disability Leave)* of this ordinance.

18
19 (f) An employee who is reemployed from an authorized layoff shall have his/her prior medical
20 leave balance and sick leave balance restored if any, provided any sick leave balance has not been
21 credited to the employee's length of service in determining pension benefits paid to the retiree. An
22 employee who is reemployed from an authorized layoff and who has a medical and/or sick leave

1 balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff
2 may take approved medical and/or sick leave upon reemployment.

3
4 **(g)** Each manager/supervisor shall institute procedures, in accordance with regulations
5 established by the Chief Medical Examiner that will discourage the improper use of medical leave
6 with pay. When an employee is removed from the payroll for absence not approved by the
7 appointing authority, the employee shall be notified promptly in writing.

8
9 **(h)** Employees shall not receive payment for any medical leave balance and it shall not be used
10 in the calculation of retirement benefits or payments under this ordinance or any other ordinance.

11 12 **SECTION 20.**

13 **MILITARY LEAVE**

14
15 The City of St. Louis will follow all applicable state and federal laws on the granting of
16 military leave and reemployment rights.

17
18 Each employee is required to give advance notice (at least 30 days prior to departure when
19 feasible), preferably in writing, of service obligation or intention to perform services in the
20 uniformed services, unless such notice is prevented by military necessity, as determined by a
21 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.

SECTION 21.

EDUCATION REIMBURSEMENT

A manager/supervisor may, with the prior approval of the Chief Medical Examiner, 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 budgeted therefore.

A manager/supervisor, with the approval of the Chief Medical Examiner, may establish a program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of

1 improvement of the knowledge and skills required in the performance of the duties of their
2 positions or to improve their professional, technical or managerial knowledge or skill.

3 4 **SECTION 22.**

5 **LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

6

7 An employee may request a leave of absence, or a manager/supervisor may request a leave
8 of absence for an employee, for any reason under the City's general leave policy, or a
9 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
10 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
11 provisions and regulations as determined by the Chief Medical Examiner.

12
13 **(a)** A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an
14 employee in the Medical Examiner's Office a general leave of absence without pay for a period of
15 one year, which may be extended, with the prior approval of the Chief Medical Examiner.

16
17 Upon the expiration of such leave of absence, the employee shall be reinstated to the
18 competitive position he/she occupied at the time the leave was granted provided the position is
19 still in existence and he/she is able to perform the duties of the position. The employee shall be
20 reinstated to the competitive position at the same relative rate in the salary range the employee
21 occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at
22 the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct

1 of the business of the City, an employee on leave other than military leave or qualifying
2 family/medical leave may be notified by the appointing authority, with the approval of the Chief
3 Medical Examiner, to return prior to the expiration of such leave. Failure of the employee to return
4 within ten (10) calendar days after receipt of such notice shall terminate his/her leave of absence
5 and be just cause for dismissal, subject to any applicable federal, state or local regulations.

6
7 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
8 family/medical leave.

9
10 The Chief Medical Examiner shall establish additional rules, guidelines and procedures for
11 the effective administration of the City's "Family/Medical Leave Policy." The policy shall comply
12 with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

13
14 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
15 prior to being placed on leave without pay status for approved Family and Medical Leave, except
16 employees can keep one (1) week of vacation hours (if they have accrued one (1) week of vacation
17 and are eligible to take them). Employees will be allowed to use all their compensatory time, if
18 requested by employee.

19
20 **(c)** Any employee in the Medical Examiner's Office who is appointed to a position in the
21 Medical Examiner's Office shall be granted an in-service leave without pay from the position
22 during the term to which he/she is appointed to the position. Such leave shall be for the term of

1 the appointment to the position and until his/her successor qualifies. Upon the expiration of the
2 appointment to the position, the employee shall be reinstated to the position he/she occupied
3 immediately prior to the in-service leave. The employee shall be reinstated to the position as under
4 a temporary promotion pursuant to *Section 6(a)(2)* of this ordinance. Employees who are returned
5 to a position shall retain any vacation, compensatory time, sick leave, or medical leave balance in
6 effect at the time of granting of the leave of absence for appointment to the position. Employees
7 shall be given credit for time spent in an appointment in computing eligibility for additional
8 vacation leave accrual.

9
10 **(d)** In the event that emergency conditions occur which require the closing of City-operated
11 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
12 of the City of St. Louis may declare an emergency and require an employee or group of employees
13 to take leaves of absence with or without pay while such emergency conditions exist. In the event
14 that the Mayor requires that the leave of absence be without pay, an employee with vacation or
15 accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part
16 of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity
17 of service for vacation accrual. An emergency leave of absence declared by the Mayor shall not
18 exceed ninety (90) days.

19
20 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
21 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
22 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and

1 medical leave during the period of non-paid leave. Upon the expiration of such leaves of absence,
2 the employee shall follow the procedures as established in this *Section 22* and any other applicable
3 regulations and procedures as established by the Chief Medical Examiner.

4
5 **(f)** A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
6 employee on a forced leave of absence with or without pay pending the outcome of an investigation
7 or of a pending disciplinary action against the employee. Employees being placed on forced leave
8 may elect to be placed on either vacation leave or compensatory time.

9
10 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
11 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
12 program.

13 14 **SECTION 23.**

15 **INSURANCE BENEFITS**

16
17 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
18 plans for life, health, medical, disability, and other insurance coverage deemed necessary for
19 employees in the Medical Examiner's Office and other employees for the City and their
20 dependents. The Department of Personnel shall develop and administer programs to provide for
21 such coverage. The Director of Personnel shall confer with the Board of Estimate and
22 Apportionment by February 1st of each year regarding coverage plans and the appropriate funding

1 level. The Director shall then be charged with the responsibility of establishing the applicable
2 funding level and remittance rates for the aforementioned plans and certify same to the Comptroller
3 and Budget Director by March 1st of each year. The Director of Personnel may amend said rates
4 as needed.

5
6 **SECTION 24.**

7 **DEATH BENEFIT**
8

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

18
19 **SECTION 25.**

20 **WORKERS' COMPENSATION AND DISABILITY LEAVE**
21

1 **(a)** Any employee in the Medical Examiner's Office whose class title and grade are established
2 in Section 1(a) and denoted by the suffix "G," or "M" of this ordinance, including employees who
3 are compensated on a per performance or unit of work basis, who shall suffer personal injury by
4 accident or occupational disease arising out of and in the regular course of employment while
5 engaged in or about the premises where an employee's duties are being performed or where an
6 employee's presence is required as part of his/her employment, shall promptly report such injury
7 by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn
8 report, through the manager/supervisor, all facts concerning the incident to the City Counselor and
9 the Chief Medical Examiner. The manager/supervisor shall promptly provide such written
10 information and recommendations as may be requested by the City Counselor to aid in making the
11 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 (3)
15 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
16 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
17 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
18 days of disability will be restored to the employee's sick or medical leave balance. The City
19 Counselor shall determine the actual amount of compensation and length of time during which
20 payments are made for such temporary disability in accordance with the Missouri Workers'
21 Compensation Law.

1 **(b)** The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
2 an employee to undergo a physical examination and medical or surgical treatment at the expense
3 of the City to diagnose and treat injuries or illnesses arising out of employment.

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

9
10 **(d)** The City Counselor and the Chief Medical Examiner shall be responsible for the
11 administration of the provisions of this Section and shall establish and publish procedural
12 regulations for the administration of the program. Each manager/supervisor shall establish
13 procedures to comply with the provisions of this section and established regulations.

14 15 **SECTION 26.**

16 **JURY AND WITNESS LEAVE**

17
18 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
19 (50%) time or more for such time when such employees are serving as jurors pursuant to order of
20 the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
21 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
22 hours to his/her manager/supervisor and display to the manager/supervisor the summons which

1 the employee has received and shall give the manager/supervisor in writing the date and the time
2 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
3 Commissioner or the United States District Court system for jury service for days the employee
4 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
5 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
6 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
7 shall forthwith report to his/her manager/supervisor if discharged during their normally scheduled
8 work hours and shall submit to his/her manager/supervisor a written statement from the Jury
9 Commissioner certifying that the employee has served as a juror and the time and date so served.
10 The manager/supervisor shall, upon receipt of the statement of jury service, credit the employee
11 with paid jury leave for such service.

12
13 **(b)** Leave with pay shall be granted to bi-weekly rate employees for such time when the
14 employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure,
15 a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly rate
16 employee, when so subpoenaed as a prosecution witness or whose presence is required as a part
17 of a grand jury inquiry, shall report such fact within seventy-two (72) hours to his/her
18 manager/supervisor and shall give the manager/supervisor in writing the date and time his/her
19 presence is required for such criminal prosecution. Each manager/supervisor shall establish
20 controls to assure that any paid leave is actually required by the prosecuting authority. An
21 manager/supervisor may require an employee to furnish satisfactory evidence of being required to

1 be off the job and that all time off was in connection with the prosecution of the case. This
2 procedure shall apply for employee participation in criminal prosecution in State or Federal Courts.

3
4 **SECTION 27.**

5 **DEFERRED COMPENSATION**
6

7 **(a)** Authority is hereby granted for the establishment of a deferred compensation plan for the
8 City of St. Louis.
9

10 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the Comptroller
11 is authorized to enter into an agreement with eligible participants, whereby said participants may
12 designate a portion of their future earnings to be deducted by the City and placed in a fund to be
13 designated "City of St. Louis Deferred Compensation Plan Fund" for the purpose of providing tax
14 deferred benefits to the participants upon retirement.
15

16 **(c)** The Board of Estimate and Apportionment is hereby authorized to establish or select a
17 specific plan or plans in accordance with the requirements set out in this ordinance. In establishing
18 the plan, the Board of Estimate and Apportionment may elect to retain outside parties to provide
19 administrative and/or investment services after following competitive bidding procedures. The
20 Board of Estimate and Apportionment is authorized, after analyzing the various competitive bids
21 submitted in accordance with the requirements of this ordinance, to select the plan or plans it
22 determines to meet the requirements established as a part of the competitive bidding procedures

1 and to be in the best interest of the participants. No investment plan shall be considered unless
2 offered by a duly licensed resident agent representing a company duly licensed and authorized by
3 the State of Missouri and other applicable federal regulatory agencies to offer such insurance or
4 investment programs.

5
6 In the event Federal or State legislation is changed in a manner affecting and/or relating to
7 any of the aforementioned Deferred Compensation provisions contained in this Section, the Board
8 of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation
9 plan accordingly and may execute any and all documents necessary to achieve and effectuate the
10 recommended changes.

11
12 **SECTION 28.**

13 **RETIREMENT**

14
15 The following provisions shall apply to the Employees Retirement System:

16
17 **(a)** "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

18
19 (1) The annual compensation received by a member for the two (2) consecutive years
20 of creditable service in which the highest compensation was received preceding the termination of
21 his/her employment, and
22

(2) The balance of a member's sick leave pay 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 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, and

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

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

1 (4) Twelve (12).

2

3 The years of creditable service of a member shall be the number of years and completed

4 months of service during which he/she receives compensation from the first day of the calendar

5 month following the date of the beginning of each employment with an employer until his/her

6 employment is terminated, subject to the provisions of this section. The years of creditable service

7 of an employee hired after the operative date who had attained the age of sixty (60) years at initial

8 employment shall be the number of years and completed months of service during which he/she

9 receives compensation from October 1, 1988, and hereafter, from the first day on or after October

10 1, 1988, of the beginning of each employment with an employer until his/her employment is

11 terminated. No creditable service shall be granted for any period of employment before October

12 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable

13 service for prior employment shall be granted an employee who becomes a member after April 1,

14 1960, unless he/she was employed by an employer on April 1, 1960.

15

16 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below

17 shall be considered as additional creditable service for calculation of retirement benefits under any

18 provision of this ordinance:

19

20 (a) Sick leave hours considered as creditable service for the purpose of determining

21 eligibility for retirement benefits, and

22

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

2
3 (c) Sick leave hours used in determining final average compensation.
4

5 **SECTION 29.**

6 **SEVERABILITY**
7

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

16 **SECTION 30.**

17 **REPEAL OF PREVIOUS ORDINANCES**
18

19 *Ordinance 69189 and 69617* and all other ordinances or amendments, or parts thereof
20 conflicting with the provisions of this ordinance are hereby repealed.
21

22 **SECTION 31.**

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.

	SECTION(S)
Alphabetical List of Classes	1
Changes to Classification Plan.....	11
Codes for Classes	1
Compensatory Time.....	15, 16
For Overtime	15
In Lieu of Holiday.....	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7
For Vacation.....	17

1	Conversion to New Pay Schedule.....	9
2	Death Benefit	24
3	Deferred Compensation	27
4	Disability Leave	25
5	Education Assistance	21
6	Holidays	16
7	Hours of Work	14
8	Insurance Benefits.....	23
9	Jury Leave	26
10	Leaves of Absence	22
11	Emergency	22(d)
12	Excepted Positions, Coverage of	22(c)
13	Family/Medical	22
14	Forced	22(f)
15	Medical Leave.....	19
16	Military Leave.....	20
17	Minimum Hours of Work	14
18	Overtime (OVTM)	1, 15
19	Payroll	12, 13
20	Retirement.....	28
21	Severability	29
22	Sick Leave.....	18

1	Vacation	17
2	Workers' Compensation	25
3		
4	Approved:	

BOARD BILL NUMBER 240

FISCAL NOTE

Preparer's Name Tara Rick, Executive Director for Operations

Phone Number or Email Address (will be available publicly) trukat@stlouis-mo.gov

Bill Sponsor Alderwoman Carol Howard

Bill Synopsis:	A compensation ordinance for all employees in the Office of the Medical Examiner.
Type of Impact:	Governs all wages and benefits for Medical Examiner employees.
Agencies Affected:	Office of the Medical Examiner

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 ____x_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?

____xYes ____No
 - If yes, explain the impact and the estimated cost:

- Does the bill create a program or administrative subdivision? ____Yes ____x_No
 - If yes, then is there a similar existing program or administrative subdivision?

____Yes ____x_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:

- 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? Budget Director

Medical Examiner – Cost of Board Bill

Medical Examiner

Estimated Costs of Proposed Pay Plan Provisions – Based on 13 full time employees

	FY20/21	FY21	FY22
FY20 \$1000 (1)	13,000	\$ -	\$ -
FY21 Merit Increase @3% (2)	9,269	18,538	18,538
FY21 Merit Increase @3% (2)	\$ -	\$ -	19,094

NOTES (1) One-time bonus based on number of filled positions as of FY19/20 YE

NOTES (2) pay increase July 1 which is ½ year for our fiscal year

Board Bill No. 38

Introduced by Alderman Thomas Villa

An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 69193; 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 Medical Examiner's Office with bi-weekly rates are hereby allocated as listed below in accordance with the classification plan by the Chief Medical Examiner to a grade and overtime code in the following section with rates established in Section 2 of this ordinance.

May 1, 2015

Page 1 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

1	2	3	4	GRADE/	
				5	6
	TITLE	CODE	SCHEDULE	OVTM	
3	Administrative Assistant I	1621	13	G	3
4	Administrative Assistant II	1622	14	M	1
5	Administrative Assistant III	1623	15	M	1
6	Administrative Secretary	1137	13	G	3
7	Autopsy Technician I	5411	10	G	3
8	Autopsy Technician II	5412	11	G	3
9	Autopsy Technician III	5413	12	G	3
10	Autopsy Technician Supervisor	5414	13	G	3
11	Clerical Supervisor	1115	13	G	2
12	Clerk I	1112	8	G	3
13	Clerk II	1113	9	G	3
14	Clerk Typist I	1121	8	G	3
15	Clerk Typist II	1122	9	G	3
16	Clerk Typist III	1123	10	G	3
17	Computer Operations Supervisor	1327	13	M	1
18	Computer Operator I	1323	10	G	3
19	Computer Operator II	1324	11	G	3
20	Computer Programmer I	1331	13	G	3
21	Computer Programmer II	1332	14	G	3
22	Custodian/Courier	3711	7	G	3
23	Custodian (Lead)	3712	8	G	3

May 1, 2015

Page 2 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

1	Document Specialist I	5643	11	G	3
2	Document Specialist II	5644	12	G	3
3	Executive Assistant to the Chief Medical Examiner	1735	18	M	1
4	Executive Director for Operations	1736	23	M	1
5	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
6	Forensic Office Administrator I	1621	19	M	3
7	Forensic Office Administrator II	1622	20	M	1
8	Forensic Office Administrator III	1623	22	M	1
9	Medical Transcriptionist	1122	12	G	3
10	Medicolegal Investigation Supervisor	2355	17	M	2
11	Medicolegal Investigator I	2351	13	G	3
12	Medicolegal Investigator II	2352	14	G	3
13	Medicolegal Investigator III	2353	16	G	3
14	Medicolegal Investigator IV	2354	17	G	3
15	Morgue Attendant	5410	8	G	3
16	Record File Clerk	1111	9	G	3
17	Secretary	1132	10	G	3
18	Typist Clerk I	1121	8	G	3
19	Typist Clerk II	1122	9	G	3
20	Typist Clerk III	1123	10	G	3
21	Telephone Operator	1161	6	G	3
22	X-ray Technician	5441	11	G	3
23	Intern – Level 1	9991	00	I	3

May 1, 2015

Page 3 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1	Intern – Level 3	9992	00	I	3
2	Intern – Level 3	9993	00	I	3
3	Intern – Level 4	9994	00	I	3
4	Intern – Level 5	9995	00	I	3
5	Intern – Level 6	9996	00	I	3

6

7

8

SECTION 2

9

OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES

10

11 The Chief Medical Examiner recommends pay schedules for all pay grades denoted in
12 Section 1(a) of the classification plan prepared and adopted by management. The official pay
13 schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as
14 follows: (a) – General and Management Schedule.

15

16 (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 become effective beginning with the bi-weekly pay period following the
20 effective date of this ordinance.

21

1	<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>		
2	<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
3	5	713	1070
4	6	773	1163
5	7	840	1264
6	8	912	1374
7	9	989	1492
8	10	1074	1625
9	11	1169	1768
10	12	1270	1923
11	13	1400	2124
12	14	1605	2436
13	15	1839	2796
14	16	2110	3207
15	17	2421	3684
16	18	2777	4230
17	19	3189	4858
18	20	3662	5580
19	21	3951	6024
20	22	4263	6503
21	23	4601	7021
22			

(2) The following bi-weekly pay schedule for all pay grades denoted with the suffix "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 14, 2015.

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
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

May 1, 2015

Page 6 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

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	1098	1190	1294	1404	1523	1654	1800	1956	2156

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

May 1, 2015

Page 7 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

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	2472	2838	3255	3739	4293	4931	5664	6114	6600	7126

1

2

3 **(b) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work assignments.

4 The Chief Medical Examiner shall determine the work assignments for which shift differential

5 will be paid. The assignment or removal of an employee from a work assignment having a shift

6 differential shall be determined by the appointing authority and will not constitute a promotion,

7 demotion, advancement or reduction in pay. The shift differential shall be added to the

8 employee's regular bi-weekly rate.

9

May 1, 2015

Page 8 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

(1) In order for an employee in Section 2(a) to be eligible for shift differential compensation, the employee must work a shift that requires the completion of four (4) hours of work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

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

An employee whose pay range is established in Section 2(a) shall receive shift differential for working a portion of an eligible shift, providing the portion of the shift not worked is charged to paid leave. Shift differential shall only be paid for whole hours worked; a fraction of an hour shall not be counted toward the payment of the differential.

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

(c) WEEKEND DIFFERENTIAL: When employees whose pay range is established in Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.

May 1, 2015

Page 9 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 This differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee
2 shall receive weekend differential for working any portion of an eligible day. This differential
3 shall only be paid for whole hours worked, providing the portion of the day not worked is
4 charged to paid leave. Weekend differential shall not be paid to employees compensated on an
5 hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will
6 the weekend differential be paid to full-time regular employees docked for any portion of a day
7 on which the differential would otherwise be paid.

8
9 **(d)** The Chief Medical Examiner may establish per performance rates of pay, hourly rates of
10 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
11 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
12 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established
13 considering the nature of employment, community practices in compensating similar
14 employment, and the purpose of the program for which the rate is established. Employees paid
15 per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical
16 leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate
17 except that an appointing authority, with the prior approval of the Chief Medical Examiner, and
18 when sufficient funds have been appropriated for the fiscal year, may establish a modified level
19 or type of benefit program when the provision of such benefit is needed in order to attract and
20 retain sufficiently qualified employees to work in specific per performance, hourly, or unit-of-
21 work assignments.

22
May 1, 2015

Page 10 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 The Chief Medical Examiner is not permitted to utilize per performance and hourly
2 employees as a method of replacing bi-weekly rate employees who would be entitled to
3 employee benefits. Therefore, per performance and hourly employees will be limited to work an
4 equivalent of ten (10) months of full time employment (1,733 hours) per year.

5
6 **(e)** The Chief Medical Examiner may establish trainee rates of pay. Such trainee rates may
7 be established on an hourly, per performance or bi-weekly basis and shall be less than the rate
8 paid to a regular employee.

9
10 **(f)** The Chief Medical Examiner, may establish rates and conditions under which
11 compensation may be granted for periods of time during which an employee is away from the
12 job site but restricted in his/her activities because of an assignment by the Chief Medical
13 Examiner to be available for a call to return to the work site to perform emergency duties. Pay
14 rates and conditions established under the provisions of this Section 2(l) may include reasonable
15 minimum pay guarantees for employees required to return to the work site to perform emergency
16 duties. The provisions of this *Section 2(l)* shall not be construed to restrict the right of the
17 Medical Examiner to establish call back procedures for employees as an established condition of
18 employment.

19
20 **(g)** The Chief Medical Examiner may authorize payment of special recruitment bonuses,
21 travel, moving and related expenses to recruit employees for positions when funds for this
22 purpose are appropriated to the Office of the Medical Examiner.

23
May 1, 2015

Page 11 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 **(h)** The Chief Medical Examiner may approve the payment of hiring incentives to current
2 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
3 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
4 which the recruitment is made.

5
6 **(i)** (1) The Chief Medical Examiner may establish cash awards or other incentives for an
7 employee or group of employees to recognize and reward increased productivity or
8 effectiveness. The incentives offered may include cash, paid time off, and such other reasonable
9 incentives as the Chief Medical Examiner may determine. Cash awards shall be made from the
10 personal services appropriation of the unit, the account from which the employee's salary is paid
11 or from a general appropriation for this purpose.

12
13 (2) The Chief Medical Examiner may establish a program of cash awards or other
14 incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the
15 purpose of providing additional compensation for employees who are fluent in a foreign
16 language and who use this skill in the necessary and regular recurring performance of the duties
17 of their position. Cash awards shall be made from the personal services appropriation of the unit,
18 the account from which the employee's salary is paid or from a general appropriation for this
19 purpose. Cash awards and incentives under this program shall be made in accordance with
20 guidelines established by the Chief Medical Examiner.

1 (3) Notwithstanding any other provision in this ordinance, the Chief Medical
2 Examiner is authorized to extend the maximum of the pay ranges by up to twenty-five percent
3 (25%) for the purpose of compensating positions which are extremely hard to fill.

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

15
16 (j) An employee who is appointed to a position requiring advanced technical skills or
17 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
18 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
19 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
20 possesses exceptional academic qualifications related to the duties of the position or that the
21 employee is registered or certified by an organization or board recognized by the Chief Medical
22 Examiner to be especially suited, considering the duties of the position, and when such academic

1 qualification, registration, or certification is not deemed a necessary qualification for the class of
2 position.

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

11
12 **(k)** The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
13 expenses incurred by employees for the purchase of uniform apparel required in the performance
14 of the duties of their positions, when funds have been budgeted therefore.

15
16 The Chief Medical Examiner may exercise the option to furnish such uniform as may be
17 required in the employee's performance of his/her duties.

18
19 The Chief Medical Examiner may establish regulations relating to employees' eligibility
20 for reimbursement for uniforms.

21
22 Further, when funds have been budgeted therefore, the Chief Medical Examiner may
23 authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty

May 1, 2015

Page 14 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

dollars (\$50) per incident for damage to personal property sustained while the employee was directly engaged in performing assigned and/or authorized duties during a shift.

(l) (1) Contingency assignment differential will be paid for certain assignments when immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave, emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment, not to extend more than one pay period. The Chief Medical Examiner will determine the assignments for which Contingency Assignment Differential will be paid. The assignment of an employee to said assignment having a contingency assignment differential will be determined by the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In addition, the removal of an employee from said assignment shall not constitute a demotion or reduction in pay. The Chief Medical Examiner will review the qualifications of the employee being considered for the assignment to determine if they meet the necessary minimum qualifications for the position being considered.

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

(2) Temporary assignment differential will be paid for certain assignments when a vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military

May 1, 2015

Page 15 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
2 period but not more than thirteen (13) pay periods, and offset by any days that the employee by
3 reason of absence is not fulfilling the assignment. The Chief Medical Examiner will determine
4 the assignments for which the temporary assignment differential will be paid. The assignment or
5 removal of an employee from said assignment having a temporary assignment differential will be
6 determined by the Chief Medical Examiner and will not constitute a promotion, demotion,
7 advancement, or reduction in pay. The intended employee must meet the minimum
8 qualifications for the position to be assigned. The temporary assignment differential shall be
9 computed as an addition to pay and not affect the employee's regular bi-weekly rate.

10
11 For an employee whose pay range is established in Section 2(a) with the prior approval of
12 the Chief Medical Examiner, the temporary assignment differential will be ten percent (10%) of
13 the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period
14 worked, not to exceed thirteen (13) pay periods. The Chief Medical Examiner may require the
15 establishment of a department policy on temporary assignment differential pay and must sign off
16 on the policy prior to authorizing temporary assignment differential.

17
18 **(m)** City employees who are required by the Chief Medical Examiner 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.

21
22 **SECTION 3**
23 **SUBSISTENCE AND MAINTENANCE CHARGES**

1
2 Except as otherwise provided in this ordinance, a deduction shall be made on the payroll
3 or a cash charge shall be collected for subsistence and maintenance provided to employees at a
4 rate to be determined by the employee's department or agency head and the Comptroller of the
5 City of St. Louis. The department or agency head shall establish reasonable charges or
6 deductions which have been calculated and assessed with due consideration for all identifiable
7 costs, including labor and overhead, but shall not exceed the actual cost of the items to the City.
8 When the Chief Medical Examiner determines that the duties and responsibilities of a position
9 require an employee to occupy a room or apartment, there shall be no charge for such
10 accommodations.

11
12 **SECTION 4**

13 **SALARY RANGE LIMITATIONS**
14

15 No employee in the Medical Examiner's Office shall be paid at a rate lower than the
16 minimum or higher than the maximum of the salary range established for the class to which
17 his/her position has been allocated, except as otherwise provided in this ordinance.
18

19 **SECTION 5**

20 **STARTING SALARY**
21

22 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the class
23 shall be determined by the Chief Medical Examiner for the excepted position.

May 1, 2015

Page 17 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1
2 **(b)** Except as otherwise provided in this ordinance, the minimum rate of pay for a position
3 shall be paid upon original appointment to the class unless the Chief Medical Examiner finds that
4 it is difficult to secure the services of persons with minimum qualifications or experienced
5 qualified persons at the minimum rate.
6

7 The Chief Medical Examiner may establish a recruitment rate for a single position or all
8 positions in a class and authorize employment at an amount above the minimum but within the
9 regular range of salary established for the class. When a recruitment rate is established for an
10 entire class, employees already in such class may have their salaries adjusted to appropriate rates
11 in the new range resulting from the establishment of the recruitment rate.
12

13 In the event that the Chief Medical Examiner finds that it is difficult to secure the
14 services of sufficient numbers of employees for a class or occupational series after a diligent
15 recruitment effort, the Chief Medical Examiner may establish a new maximum rate for the
16 class(es) which is not more than twenty-five percent (25%) above the maximum established in
17 this ordinance.
18

19 **(c)** Employees with permanent status who are eligible for reemployment as determined by
20 the Rules of the Department of Personnel shall be reemployed at an appropriate rate within the
21 new salary range which takes into consideration the employee's prior service in the position, as
22 determined by the Chief Medical Examiner.
23

May 1, 2015

Page 18 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

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 Medical Examiner's Office 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 or Management 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. The Chief Medical Examiner, 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 nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

May 1, 2015

Page 19 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

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

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

13
14 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules
15 of the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay
16 shall be established at a rate within the range for the new position which is at least five percent
17 (5%) lower than the rate received immediately prior to the demotion or reduced to the nearest
18 step which is at least five percent (5%) lower than the rate received immediately prior to the
19 demotion, except no employee shall be reduced below the minimum of the range unless
20 otherwise provided for in this ordinance. The amount of the reduction shall be determined by the
21 Chief Medical Examiner.

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

8
9 (3) When an employee is demoted for reasons in the best interest of the Medical
10 Examiner Office as determined by the Chief Medical Examiner, his/her salary may be reduced
11 by reason of the new salary range and grade with the prior approval of the Chief Medical
12 Examiner. If the salary of such employee is above the maximum for the new position the
13 employee's salary shall not be increased so long as he/she remains in the position, except as
14 otherwise provided by this ordinance.

15
16 **(c) Reallocation:**

17
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.

22
May 1, 2015

Page 21 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

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

4
5 **(d)** Transfer: The salary rate of an employee who transfers to a different position in the same
6 class, or from a position in one class to a position in another class in the same pay grade, shall
7 remain unchanged, provided that no employee shall be paid less than the minimum rate nor more
8 than the maximum rate for the new class of position, except as otherwise provided in this
9 ordinance.

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

16
17 **SECTION 7**

18 **SALARY ADJUSTMENT**

19
20 Salary adjustments for all employees in competitive positions shall be based on
21 considerations of merit, equity, or success in fulfilling predetermined goals and objectives as
22 herein provided.

23
May 1, 2015

Page 22 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 **(a)** Competitive positions for which salary is established in Section 2(a) - General and
2 Management Schedule;

3
4 (1) Any employee whose salary is established in Section 2(a) – General and
5 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
6 Rating Manual. The rating together with the standards of performance established in the rating
7 manual shall determine eligibility for a two percent (2%) or in the second year, a one step within-
8 range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other pay
9 regulation(s) or ratings as determined by the Chief Medical Examiner.

10
11 (2) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
12 Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by
13 the City’s Service Rating Manual, shall have his/her salary reduced as determined by the
14 standards established in the City’s Service Rating Manual, but not less than the minimum of the
15 pay grade range.

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

May 1, 2015

Page 23 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 cause shall result in breaking continuity of service and establishment of a new anniversary date,
2 except as otherwise provided in this ordinance. The Chief Medical Examiner may authorize
3 different anniversary dates for an employee or groups of employees.

4
5 (c) The Chief Medical Examiner may evaluate the performance of an employee whose salary
6 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
7 intervals as described above except in the case of:

8
9 (1) Exceptional performance of duties:

10
11 With the prior approval of the Chief Medical Examiner may advance the salary of an
12 employee who demonstrates exceptional performance of duties after serving twenty-six (26)
13 weeks of employment at the same rate in the salary range by not more than ten percent (10%) or
14 to the closest step in the pay range which provides not more than a ten percent (10%) increase;
15 this may be in addition to any merit increase received.

16
17 (2) Substandard performance of duties:

18
19 The Chief Medical Examiner may reduce the salary of an employee whose level of
20 performance is significantly diminished and no longer warrants payment at the current rate
21 within the range as provided in the City's Service Rating Manual; providing the employee's
22 salary is above the minimum of the range, established in Section 2(a) and allocated to Overtime
23 Code 3 or Overtime Code 4.

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

(d) The Chief Medical Examiner may approve 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.

(e) The pay of any employee may be decreased as a disciplinary action by the Chief Medical Examiner 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.

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

(g) The Chief Medical Examiner 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 Medical Examiner's Office shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two (2) or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

SECTION 9

CONVERSION

May 1, 2015

Page 26 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

(a) Pay schedules in Sections 2(a) and 2(b) in Ordinance 69193 shall continue in effect until the beginning of the first bi-weekly pay period starting after the effective date of this ordinance, and the rates to be paid to employees in positions of any classes for which a rate is established or changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted (if necessary) as follows:

(1) The salary of each employee whose pay range is established in Section 2(a) or 2(b) of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as determined by the Chief Medical Examiner shall have their current salary increased to a rate, rounded to the nearest whole dollar, 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, but not less than the minimum of the pay range, whichever is the greater.

(2) The salary of each employee whose pay range is established in Section 2(a)(2) and 2(b)(2) of this ordinance shall upon June 14, 2015 be placed in the matrix according to the respective pay grades at the step that is closest to their current salary. If an employee's salary is between steps, the employee's salary shall be placed at the higher step.

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

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

May 1, 2015

Page 27 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1
2 **(d)** The Chief Medical Examiner may establish a special conversion procedure for a class or
3 position in the event that the Director determines that a serious inequity would be created by the
4 application of the conversion procedures established in this Section 9.

5
6 **(e)** The Chief Medical Examiner shall establish such procedures as needed to place this
7 ordinance into effect and interpret its provisions.

8
9 **SECTION 10**

10 **PAYMENT OF SALARIES**

11
12 All compensation for positions in the Medical Examiner's Office shall be paid bi-weekly.
13 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
14 on the various payrolls. The payment due each employee for service, except as otherwise
15 provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period.
16 In the event that an employee is dismissed or has been employed for occasional or emergency
17 work, the Comptroller may immediately pay the employee upon termination of service without
18 waiting for the regular bi-weekly pay date of the Department, Division, Section, Office, Agency,
19 Board or Commission where the employee worked.

20
21 **SECTION 11**

22 **CHANGES TO CLASSIFICATION PLAN**

23
May 1, 2015

Page 28 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 Whenever the Chief Medical Examiner finds it necessary to add a new class to the
2 classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade
3 and schedule in this ordinance and notify the Board of Aldermen of this action.

4
5 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
6 an existing class within the classification plan, the Chief Medical Examiner shall change the
7 overtime code and notify the Board of Aldermen of this action.

8
9 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of
10 an existing class within the classification plan, the Chief Medical Examiner shall allocate the
11 class to the appropriate schedule in this ordinance and notify the Board of Aldermen of this
12 action.

13
14 The pay grade allocated to a class of position within the classification plan shall remain
15 unchanged for the duration of the existing compensation ordinance. Whenever the Chief
16 Medical Examiner considers it necessary to change the pay grade of an established class of
17 position, such adjustment can only be made concurrent with the adoption of a new compensation
18 ordinance. Recommendation for the allocation of a new pay grade shall be made by the Chief
19 Medical Examiner for final approval by the Board of Aldermen.

20
21 **SECTION 12**

22 **PAYROLL FORMS**

23
May 1, 2015

Page 29 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

The Chief Medical Examiner shall prescribe forms on which subordinate managers 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 Chief Medical Examiner 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 Chief Medical Examiner 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 Chief Medical Examiner. The Comptroller shall provide the Chief Medical Examiner 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 Chief Medical Examiner 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 Medical Examiner's Office.

SECTION 14

MINIMUM WORK HOURS

1 The Chief Medical Examiner shall establish procedures to assure that the employees
2 under his/her supervision are actively engaged in the performance of the duties of their positions
3 in accordance with the provisions of this section.

4
5 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
6 established for each position in the work unit. Work schedule reports shall be submitted upon
7 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
8 the permanent work schedule of a position. The work schedule submitted by the
9 manager/supervisor shall constitute the normal work schedule for the position when approved by
10 the Chief Medical Examiner.

11
12 All employees in the Medical Examiner's Office shall be in attendance at their work in
13 accordance with schedules established under the provisions of this Section 14, subject to other
14 provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs,
15 sick leave, military leave, and leaves of absence with or without pay.

16
17 **(a)** Employees whose salaries are established in Section 2(a): Forty (40) hours shall
18 constitute the average minimum required weekly hours of service in an employment cycle under
19 regular full-time employment for all City employees paid on a bi-weekly basis and occupying
20 positions in the Medical Examiner's Office. The minimum daily and annual service required of
21 such employees shall be in proportion to the average minimum weekly hours established.

Each manager/supervisor shall so arrange the time for reporting for work, for luncheon intermission, and for quitting work of the various employees under their jurisdiction.

(b) Management Employees: Managers 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.

SECTION 15

OVERTIME

(a) The Chief Medical Examiner shall determine those positions in the Medical Examiner's Office 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

1 pay under all but emergency conditions as described in Section 15(d) of
2 this ordinance.

3
4 2 These are supervisory, professional, and administrative classes that are
5 exempt from overtime compensation, but which the City compensates for
6 overtime at the straight (1.0x) time rate.

7
8 3 These are non-exempt classes that receive overtime compensation at the
9 one and one-half (1.5x) time rate.

10
11 Managers/Supervisors are prohibited from changing employee work schedules to avoid
12 the payment of overtime.

13
14 For purposes of determining overtime pay rates for non-exempt employees, the regular
15 hourly rate of pay shall be used.

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

1 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works
2 hours in excess of the maximum established for an official work week or work cycle, usually
3 forty (40) hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate.
4 In addition to the actual hours worked, vacation, and compensatory time only shall count as
5 hours worked for the purpose of determining eligibility for overtime compensation.

6
7 **(a)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
8 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
9 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
10 the Chief Medical Examiner the official work week or work cycle, which is usually forty (40)
11 hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an
12 exempt (Code 2) position is directed by management, with the approval of the appointing
13 authority, to work hours in excess of the maximum established for an official work week or work
14 cycle it shall be considered overtime. In addition to the actual hours worked, vacation, and
15 compensatory time only shall count as hours worked for the purpose of determining eligibility
16 for overtime compensation. Straight time (1.0x) overtime shall be compensated at the
17 employee's regular hourly rate of pay, or by granting the eligible employee compensatory time
18 off at the rate of one (1) hour for each hour of overtime worked. The average number of
19 scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time
20 employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid employee
21 shall be determined by dividing the employee's regular bi-weekly rate of pay by the average
22 number of regularly scheduled hours of work in a bi-weekly pay period.

23
May 1, 2015

Page 34 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 **(b)** 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
5 **(c)** The Chief Medical Examiner may compensate Overtime Code 1 employees at the
6 straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City
7 of St. Louis declares an emergency due to serious and protracted conditions which threaten
8 continuous City Service, preservation of public peace, health, or safety, and 2) the Chief Medical
9 Examiner directs an employee or group of employees to work in excess of forty (40) hours per
10 week. The manager/supervisor shall maintain attendance records of the assignment(s) and
11 submit such records at the request of the Chief Medical Examiner.

12
13 **(e)** Employees who wish to use compensatory time earned in lieu of pay must make their
14 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
15 manager/supervisor shall keep in mind the staffing needs of the department when granting time
16 off, but in any case time off will not be unreasonably denied.

17
18 Pay shall be the regular method of compensation for recorded overtime hours of work for
19 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
20 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
21 time off in lieu of pay only if the employee requests compensatory time, in writing.

22
May 1, 2015

Page 35 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 Employees engaged in public safety, emergency response or seasonal activity as defined
2 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
3 of compensatory time; except that Management Personnel shall only be allowed to accumulate
4 up to forty (40) hours of compensatory time. All other employees are allowed a maximum
5 balance of one hundred twenty (120) hours of compensatory time. These maximum balances of
6 compensatory time shall apply to employees working an average work week of forty (40) hours;
7 the maximum balance of compensatory time for employees whose average work week is more or
8 less than forty (40) hours shall be proportionate. No provision of this section establishing a
9 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
10 employee or to deny an employee payment for recorded compensatory time earned in accordance
11 with the provisions of the compensation ordinance in effect at the time the compensatory time
12 was earned.

13
14 Each manager/supervisor shall establish procedures to assure that non-exempt employees
15 are promptly granted time off when such employees request to use their earned compensatory
16 time. A manager/supervisor may not deny non-exempt employees' requests for earned
17 compensatory time off except when such approval would create an extreme business hardship.
18 When a manager/supervisor determines that the work schedule of the organization will not
19 permit the granting of such time off, the manager/supervisor shall pay the employee in that same
20 pay period for all or a portion equivalent to the time requested of the employee's accrued
21 compensatory time. This provision requiring the prompt granting of requested time off applies
22 only to compensatory time that is earned as a result of the employee working overtime; it does

not apply to compensatory time earned as a result of an incentive program or bonus award program.

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

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

(g) All sections shall keep daily attendance records of Medical Examiner Employees and shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and on the dates specified as required or requested.

SECTION 16

HOLIDAYS

(a) Medical Examiner 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 Medical Examiner 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.

Employees working full-time and paid a bi-weekly rate whose pay is established in Sections 2(a) of this compensation ordinance shall receive leave with pay, pay or compensatory

1 time off in lieu of pay as holiday compensation in an amount that is proportionate to the number
2 of hours the employee is regularly scheduled to work in a day or shift. For example: Employees
3 working an average of forty (40) hours a week, five (5) days a week, eight (8) hours a day shall
4 receive eight (8) hours of compensation for the holiday; employees working an average of forty
5 (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten (10) hours of
6 compensation for the holiday.

7
8 When the day of observance of a holiday is changed by State or Federal law, it will be so
9 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
10 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
11 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
12 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
13 preceding Friday shall be observed as the holiday.

14
15 **(b)** Each manager/supervisor shall determine the manner of granting holidays and shall
16 report his/her determination to the Chief Medical Examiner, if required by the Chief Medical
17 Examiner. When full-time employees, whose pay is established in Section 2(a) of this
18 compensation ordinance, are required to work on a holiday they shall be entitled to compensation
19 for the holiday and the hours actually worked. Compensation for the holiday shall be in an
20 amount proportionate to the number of hours an employee is regularly scheduled to work in a
21 day or shift.

22
May 1, 2015

Page 39 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

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

5
6 If an employee is docked from the payroll for one hour or more on the full scheduled
7 workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled
8 holiday, the employee shall not be compensated for the holiday.

9
10 The holiday compensation procedures established by this Section 16 shall apply to full-
11 time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees
12 shall be compensated for holidays in proportion to the percentage of time they are regularly
13 scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled
14 to holiday compensation, except as otherwise provided in this ordinance.

15
16 In the event that the holiday schedule established in this Section 16 is revised, employees
17 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
18 accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave
19 policies for employees occupying public safety positions which qualify for the special overtime
20 pay provisions under Federal law or for employees with official work schedules authorized by
21 the Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule.
22 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
23 the same manner who work substantially equivalent work schedules.

May 1, 2015

Page 40 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

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. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner's Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), with appointment date before April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

Length of	Bi-Weekly	Annual
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182

May 1, 2015

Page 41 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

1	15 but less than 20 years	8	208
2	20 or more years	9	234

3

4 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of
5 this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative
6 service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall
7 have forty (40) hours of vacation added to their existing balance,

8

9 **(b)** Vacation hours shall be granted to employees whose pay is established in Section 2(a)
10 with appointment date on or after April 23, 1989.

11

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

22

May 1, 2015

Page 42 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

Employees employed before July 18, 2010 whose pay is established in Section 2(a) 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.

(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) 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.

(e) (1) The maximum vacation balance for those working an average work week of forty (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working

1 more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be
2 established in accordance with Section 17 of this ordinance.

3
4 (2) When an employee's full-time average work week is changed, the maximum
5 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
6 current vacation balance adjusted so that the vacation shall maintain the same position relative to
7 the new maximum balance as existed with the employee's previous maximum balance. Accrual
8 of vacation shall cease when an employee accumulates the maximum vacation balance
9 established for the assigned work schedule and shall not resume until the vacation balance is less
10 than the maximum amount.

11
12 (f) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
13 each pay period thereafter but employees must complete the entire pay period to accrue the
14 vacation leave at the end of said pay period:

15
16 (1) of appointment;

17
18 (2) of return to duty from leave of absence;

19
20 (3) of restoration to employment of one-half (50%) time or more.

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

(g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted to the employee at the discretion of the manager/supervisor 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 manager/supervisor.

(3) When an employee is terminated or resigns from the Medical Examiner's Office.

(4) When an employee whose salary is established in Sections 2(a) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the manager/supervisor 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 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave, which was proposed in writing.

(5) All employees may request payment from the appointing authority for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. These requests are subject to the prior approval of the Chief Medical Examiner.

(h) 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 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. When employment is terminated before completing twelve (12) months of continuous service, any previously advanced vacation leave shall be deducted from the employee's final pay.

(i) Employees who separate from the Medical Examiner's Office and who return to the Medical Examiner's Office 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.

1 **(j)** Employees who move to the Medical Examiner's Office from a non-Medical Examiner's
2 Office shall be given credit for the years of service in the non-Medical Examiner's Office in
3 determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance
4 and based on the date of the employee's original appointment.

5
6 **(k)** Employees who return to work from a "reemployment from layoff" eligible list shall be
7 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
8 the employee has completed six (6) months of continuous service prior to the layoff and with
9 approval of the manager/supervisor. An employee who has completed less than six (6) months
10 of continuous service will be required to complete the remaining portion of the six (6) months
11 period before being eligible to use vacation.

12
13 Any such reemployed worker shall be given credit for prior continuous service in
14 determining the employee's vacation accrual rate in accordance with the schedule established in
15 Section 17(a), 17(b), 17(d), 17(e), or 17(f) of this ordinance and based on the employee's original
16 appointment.

17
18 **(l)** Managers/supervisors shall be responsible for the management of their vacation
19 schedules so as to most effectively administer their organizations and fulfill the desire of
20 employees in the establishment of leave schedules.

21
22 **(p)** Accrued vacation shall be carried with an employee when transferred, promoted, or
23 demoted from a position under one appointing authority to a position under another appointing

May 1, 2015

Page 47 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 authority without a break in service or change in method of pay. Upon the death of an employee,
2 the person or persons entitled by law to receive any compensation due the employee shall be paid
3 the amount due the employee for accrued vacation.

4
5 **(q)** With the approval of the Chief Medical Examiner, a retiring employee may be paid on
6 the payroll for accrued vacation in the month prior to retirement without inclusion in the
7 employee's final average compensation. The Chief Medical Examiner may pay previously
8 accrued vacation off in a lump sum to an employee whose service with the City Medical
9 Examiner's Office has terminated. Such payment shall be made on the employee's last regular
10 paycheck. The lump sum payment shall include compensation for any holidays occurring during
11 the employee's terminal vacation leave period as if employee's vacation had been run out on
12 payroll.

13
14 **(r)** Employees occupying excepted positions in the Medical Examiner's Office shall be
15 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in
16 an excepted position ends and who is then appointed to a permanent competitive position
17 working fifty percent (50%) time or more shall become eligible to accrue vacation leave with
18 pay upon appointment to the competitive position. Length of cumulative service for the purpose
19 of determining rate of vacation leave accrual shall be based on the employee's original date of
20 appointment to the excepted position, providing there was no break in service between expiration
21 of the excepted position and appointment to the permanent competitive position. The date of
22 appointment to the permanent competitive position shall be used to determine the appropriate

1 rate of vacation accrual for the corresponding length of cumulative service in accordance with
2 the schedule established in Section 17(b).

3
4 **(s)** Managers/supervisors shall report leave with pay for vacation and such other authorized
5 absences as the Chief Medical Examiner shall designate in such form and at such time as the
6 Chief Medical Examiner may require.

7
8 **SECTION 18.**

9 **SICK LEAVE**

10
11 **(a)** Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
12 may choose to use his/her sick leave in accordance with regulations established by the Chief
13 Medical Examiner.

14
15 **(b)** An active employee who is a member of the Employees Retirement System of the City of
16 St. Louis, and who applies for retirement and immediately retires from active service, shall
17 receive payment for his/her sick leave balance less any sick leave credited or paid to a member
18 or used in the calculation of retirement benefits under this or any other ordinance(s). If the
19 Employees Retirement System provides for sick leave to be credited or paid to a member or used
20 in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty
21 percent (50%) of the value of the employee's sick leave balance. If the Employees Retirement
22 System of the City of St. Louis provides for sick leave to be credited or paid to a member or used

1 in the calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of
2 the employee's sick leave balance at time of retirement.

3
4 **(c)** If a member of the Employees Retirement System of the City of St. Louis who had been
5 otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive
6 payment based on the calculation above on the employee's sick leave balance, if any. Payment
7 shall be made in accordance with the procedures established by the Chief Medical Examiner.

8
9 **(d)** An employee who is reemployed from an authorized layoff shall have his/her prior sick
10 leave balance if any restored, provided this balance has not be used in the determination of
11 pension benefits paid to the retiree.

12
13
14 **SECTION 19.**

15 **MEDICAL LEAVE**

16
17 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
18 competitive positions working fifty percent (50%) time or more in accordance with regulations
19 and procedures established by the Chief Medical Examiner.

20
21 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
22 hours of medical leave for each bi-weekly pay period of employment but must complete the
23 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is

May 1, 2015

Page 50 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 established for employees working an average work week of forty (40) hours. Medical leave
2 shall be computed on a proportionate basis for employees whose average work week is more or
3 less than forty (40) hours. An eligible employee may be granted paid medical leave by his/her
4 appointing authority after completing twenty-six (26) weeks of continuous service.

5
6 **(b)** The Chief Medical Examiner may establish a system of cash awards, paid time off or
7 other incentives to reward employees for perfect and near perfect attendance.

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

16
17 **(d)** If management decides to send their employees or a group of employees' home due to
18 inclement weather, they will not lose their medical leave accrual for that pay period.

19
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
22 Chief Medical Examiner. 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 25 (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 manager/supervisor shall institute procedures, in accordance with regulations established by the Chief Medical Examiner 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.

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.

Each employee is required to give advance notice (at least 30 days prior to departure when feasible), preferably in writing, of service obligation or intention to perform services in the uniformed services, unless such notice is prevented by military necessity, as determined 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.

SECTION 21.

EDUCATION REIMBURSEMENT

A manager/supervisor may, with the prior approval of the Chief Medical Examiner, 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 budgeted therefore.

A manager/supervisor, with the approval of the Chief Medical Examiner, 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 22.

LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE

An employee may request a leave of absence, or a manager/supervisor 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 Chief Medical Examiner.

(a) A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an employee in the Medical Examiner's Office a general leave of absence without pay for a period of one year, which may be extended, with the prior approval of the Chief Medical Examiner.

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

13
14 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
15 family/medical leave.

16
17 The Chief Medical Examiner shall establish additional rules, guidelines and procedures
18 for the effective administration of the City's "Family/Medical Leave Policy." The policy shall
19 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
20 thereafter.

21
22 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
23 prior to being placed on leave without pay status for approved Family and Medical Leave, except

employees can keep one (1) week of vacation hours (if they have accrued one (1) week of vacation and are eligible to take them). Employees will be allowed to use all their compensatory time, if requested by employee.

(c) Any employee in the Medical Examiner's Office who is appointed to a position in the Medical Examiner's Office shall be granted an in-service leave without pay from the position during the term to which he/she is appointed to the position. Such leave shall be for the term of the appointment to the position and until his/her successor qualifies. Upon the expiration of the appointment to the position, the employee shall be reinstated to the position he/she occupied immediately prior to the in-service leave. The employee shall be reinstated to the position as under a temporary promotion pursuant to *Section 6(a)(2)* of this ordinance. Employees who are returned to a position shall retain any vacation, compensatory time, sick leave, or medical leave balance in effect at the time of granting of the leave of absence for appointment to the position. Employees shall be given credit for time spent in an appointment in computing eligibility for additional vacation leave accrual.

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

May 1, 2015

Page 56 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 interrupt continuity of service for vacation accrual. An emergency leave of absence declared by
2 the Mayor shall not exceed ninety (90) days.

3
4 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
5 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
6 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation
7 and medical leave during the period of non-paid leave. Upon the expiration of such leaves of
8 absence, the employee shall follow the procedures as established in this *Section 22* and any other
9 applicable regulations and procedures as established by the Chief Medical Examiner.

10
11 **(f)** A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
12 employee on a forced leave of absence with or without pay pending the outcome of an
13 investigation or of a pending disciplinary action against the employee. Employees being placed
14 on forced leave may elect to be placed on either vacation leave or compensatory time.

15
16 **(g)** In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
17 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
18 program.

19
20 **SECTION 23.**

21 **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 Medical Examiner's Office and other employees for the City and their dependents. The Department 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 24.

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 Chief Medical Examiner 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.

SECTION 25.

WORKERS' COMPENSATION AND DISABILITY LEAVE

(a) Any employee in the Medical Examiner's Office whose class title and grade are established in Section 1(a) and denoted by the suffix "G," or "M" 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 manager/supervisor, all facts concerning the incident to the City Counselor and the Chief Medical Examiner. The manager/supervisor shall promptly provide such written information and recommendations as may be requested by the City Counselor to aid in making the determination of the period of disability.

The employee who suffers a personal injury as described in part (a) of this section, and which results in temporary disability, may elect to use sick or medical leave for the first three (3) days of temporary disability. Thereafter, the employee will be compensated at the rate mandated by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during the first three (3) days of disability will be restored to the employee's sick or medical leave balance. The City Counselor shall determine the actual amount of compensation and length of time during which

May 1, 2015

Page 59 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 payments are made for such temporary disability in accordance with the Missouri Workers'
2 Compensation Law.

3
4 **(b)** The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
5 an employee to undergo a physical examination and medical or surgical treatment at the expense
6 of the City to diagnose and treat injuries or illnesses arising out of employment.

7
8 **(c)** The City Counselor and the Comptroller shall establish procedures for paying
9 compensation to employees or former employees who are permanently disabled and due
10 compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate
11 the fund or appropriation out of which such payment shall be made.

12
13 **(d)** The City Counselor and the Chief Medical Examiner shall be responsible for the
14 administration of the provisions of this Section and shall establish and publish procedural
15 regulations for the administration of the program. Each manager/supervisor shall establish
16 procedures to comply with the provisions of this section and established regulations.

17
18 **SECTION 26.**

19 **JURY AND WITNESS LEAVE**

20
21 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
22 (50%) time or more for such time when such employees are serving as jurors pursuant to order of
23 the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate

May 1, 2015

Page 60 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
2 hours to his/her manager/supervisor and display to the manager/supervisor the summons which
3 the employee has received and shall give the manager/supervisor in writing the date and the time
4 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
5 Commissioner or the United States District Court system for jury service for days the employee
6 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
7 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
8 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
9 shall forthwith report to his/her manager/supervisor if discharged during their normally
10 scheduled work hours and shall submit to his/her manager/supervisor a written statement from
11 the Jury Commissioner certifying that the employee has served as a juror and the time and date
12 so served. The manager/supervisor shall, upon receipt of the statement of jury service, credit the
13 employee with paid jury leave for such service.

14
15 **(b)** Leave with pay shall be granted to bi-weekly rate employees for such time when the
16 employee's presence is required by the prosecutor in a criminal proceeding or grand jury
17 procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-
18 weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is
19 required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours to
20 his/her manager/supervisor and shall give the manager/supervisor in writing the date and time
21 his/her presence is required for such criminal prosecution. Each manager/supervisor shall
22 establish controls to assure that any paid leave is actually required by the prosecuting authority.
23 An manager/supervisor may require an employee to furnish satisfactory evidence of being

May 1, 2015

Page 61 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

1 required to be off the job and that all time off was in connection with the prosecution of the case.
2 This procedure shall apply for employee participation in criminal prosecution in State or Federal
3 Courts.

4
5 **SECTION 27.**

6 **DEFERRED COMPENSATION**
7

8 **(a)** Authority is hereby granted for the establishment of a deferred compensation plan for the
9 City of St. Louis.
10

11 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the
12 Comptroller is authorized to enter into an agreement with eligible participants, whereby said
13 participants may designate a portion of their future earnings to be deducted by the City and
14 placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for the
15 purpose of providing tax deferred benefits to the participants upon retirement.
16

17 **(c)** The Board of Estimate and Apportionment is hereby authorized to establish or select a
18 specific plan or plans in accordance with the requirements set out in this ordinance. In
19 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside
20 parties to provide administrative and/or investment services after following competitive bidding
21 procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various
22 competitive bids submitted in accordance with the requirements of this ordinance, to select the
23 plan or plans it determines to meet the requirements established as a part of the competitive

May 1, 2015

Page 62 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

bidding procedures and to be in the best interest of the participants. No investment plan shall be considered unless offered by a duly licensed resident agent representing a company duly licensed and authorized by the State of Missouri and other applicable federal regulatory agencies to offer such insurance or investment programs.

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

SECTION 28.

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 pay 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 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, and

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

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

(4) Twelve (12).

1
2 The years of creditable service of a member shall be the number of years and completed
3 months of service during which he/she receives compensation from the first day of the calendar
4 month following the date of the beginning of each employment with an employer until his/her
5 employment is terminated, subject to the provisions of this section. The years of creditable
6 service of an employee hired after the operative date who had attained the age of sixty (60) years
7 at initial employment shall be the number of years and completed months of service during
8 which he/she receives compensation from October 1, 1988, and hereafter, from the first day on
9 or after October 1, 1988, of the beginning of each employment with an employer until his/her
10 employment is terminated. No creditable service shall be granted for any period of employment
11 before October 1, 1988, after the calendar month in which the member attains age seventy (70).
12 No creditable service for prior employment shall be granted an employee who becomes a
13 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

14
15 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below
16 shall be considered as additional creditable service for calculation of retirement benefits under
17 any provision of this ordinance:

18
19 (a) Sick leave hours considered as creditable service for the purpose of determining
20 eligibility for retirement benefits, and

21
22 (b) Sick leave hours paid to the member upon termination of his/her employment, and
23

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

SECTION 29.

SEVERABILITY

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

SECTION 30.

REPEAL OF PREVIOUS ORDINANCES

Ordinance 69189 and 69617 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed.

SECTION 31.

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.

	SECTION(S)
Alphabetical List of Classes	1
Changes to Classification Plan.....	11
Codes for Classes.....	1
Compensatory Time.....	15, 16
For Overtime	15
In Lieu of Holiday.....	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7
For Vacation.....	17
Conversion to New Pay Schedule.....	9
Death Benefit	24
Deferred Compensation	27

May 1, 2015

Page 67 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

1	Disability Leave	25
2	Education Assistance	21
3	Holidays	16
4	Hours of Work	14
5	Insurance Benefits.....	23
6	Jury Leave.....	26
7	Leaves of Absence	22
8	Emergency	22(d)
9	Excepted Positions, Coverage of	22(c)
10	Family/Medical.....	22
11	Forced	22(f)
12	Medical Leave.....	19
13	Military Leave.....	20
14	Minimum Hours of Work	14
15	Overtime (OVTM)	1, 15
16	Payroll	12, 13
17	Retirement.....	28
18	Severability	29
19	Sick Leave.....	18
20	Vacation	17
21	Workers' Compensation.....	25
22		
23	Approved:	

May 1, 2015

Page 68 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

Summary**Board Bill Number 240****Primary Sponsor: Alderwoman Carol Howard****February 21, 2020**

This Board Bill regulates the employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 70019; 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.

ORDINANCE 71746
BOARD BILL NUMBER 109
FISCAL NOTE

Preparer's Name Tara Rick, Executive Director of Operations

Phone Number or Email Address (will be available publicly) truca-rickt@stlouis-mo.gov

Bill Sponsor Alderwoman Cara Spencer

Bill Synopsis:	A compensation ordinance for all employees in the Office of the Medical Examiner.
Type of Impact:	Governs all wages and benefits for Medical Examiner employees and allows for raises included in the most recently adopted City Annual Operating Plan and Budget ordinance.
Agencies Affected:	Office of the Medical Examiner

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? ___Yes ___**x**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

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?
____Yes ____No

- If yes, explain the impact and the estimated cost:

- ---

- 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:

- ---

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? _____

ORDINANCE NUMBER 71970
BOARD BILL NUBER 180
FISCAL NOTE

Preparer's Name: Ryan Coleman

Phone Number or Email Address (will be available publicly): colemanr@stlouis-mo.gov

Bill Sponsor: Alderwoman Pamela Boyd

Bill Synopsis:	A compensation ordinance for all employees in the Office of the Medical Examiner.
Type of Impact:	Governs all wages and benefits for Medical Examiner employees. Provides for a 3% salary raise that will take effect in the current fiscal year.
Agencies Affected:	Office of the Medical Examiner

SECTION A
Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? ___Yes ___XNo
- An undertaking of a new service for which no funding is provided in the current adopted city budget? ___Yes ___XNo
- 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 ___XNo
- 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 ☒ 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? ☒ Yes ☐ No

- If yes, explain the impact and the estimated cost:

The proposal raises salaries 3%, which also increases benefit costs as shown in the attachment.

- 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:

Please see attachment / page 4.

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	\$10,964	\$285,077	\$285,077
Additional Revenue	\$0	\$0	\$0
Net	\$10,964	\$285,077	\$285,077
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:

See attached.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

See attached.

- Have the financial estimates of this bill been verified by the City Budget Division?

____ Yes X No

○ If yes, by whom? _____ .

Current Salaries - Bi-Weekly (per pay period):	\$35,415
3% Salary Increase (per pay period)	\$1,062
Benefits (approx. 29% of salaries, per pay period)	\$308
Total Salary / Benefit Increase (per pay period)	\$1,371
FY25 Remaining Pay Periods (as of 2/23/25)	8
Total Potential FY2025 Impact	\$10,964
Total Potential FY2026 Impact	\$285,077
Total Potential FY2027 Impact	\$285,077

Summary

Board Bill Number 26

Introduced by Alderman Rasheen Aldridge

May 21, 2026

The Board Bill repeals **Ordinance Number 71965** relating to the position, classifications and salaries of the Treasurer's Office employees and enacting in lieu thereof a new ordinance dealing with the same subject matter and containing 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 of the Mayor.

BOARD BILL NUMBER 26 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

An ordinance relating to the position classifications and salaries of the employees in the Treasurer's Office; repealing **Ordinance Number 71965** and enacting in lieu thereof certain new sections relating to the same subject matter and containing 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 of the Mayor.

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

SECTION ONE.

Ordinance Number 71965 is hereby repealed, and a new ordinance is hereby enacted in lieu thereof to read as follows:

SECTION TWO. Position Classes

The following positions of the Treasurer's Office whose duties shall be those indicated by their respective titles, are hereby allocated as listed below and adopted as the classification of the Treasurer's Office:

Class Title	Grade
Assistant Treasurer	21M
Director of Office of Financial Empowerment	18M
Accounting Manager	17M
Executive Assistant	16M
Program Manager II	15M
Program Manager I	15G
Financial Empowerment Coordinator	14G
Accountant II	14G

1	Financial Empowerment Specialist	13G
2	Financial Wellbeing Coach	13G
3	Accountant I	13G
4	Courier	13G
5	Treasury Clerk II	12G
6	Cashier	12G
7	Treasury Clerk I	11G
8	Administrative Assistant	8G

9 **SECTION THREE.** Pay Schedule

10 The following bi-weekly pay schedule for all grades denoted with the suffix “G” or
11 “M” shall become effective beginning with the bi-weekly pay period starting the effective date of
12 this ordinance.

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

14	GRADE	MINIMUM	MAXIMUM
15	7	1360	1709
16	8	1600	2379
17	9	1648	3049
18	10	1697	3394
19	11	1748	3605
20	12	1801	3780
21	13	1855	3897
22	14	1910	4461
23	15	1968	4919

1	16	2131	5355
2	17	2445	6089
3	18	2805	6891
4	19	3221	7271
5	20	3699	7692
6	21	3810	7692
7	22	4306	7692
8	23	4647	7692

9 **SECTION FOUR.** Starting Salary

10 The minimum rate of pay for a position shall be paid upon original appointment to the
 11 class, unless the Treasurer (hereinafter referred to as the “Appointing Authority”) finds that it is
 12 impractical to recruit employees with adequate qualifications at the minimum rate.

13 If an advanced starting salary is necessary, the Appointing Authority may establish a
 14 recruitment rate for a single position or all positions in a class and authorize employment at a
 15 figure above the minimum but within the regular range of salary established for the class.

16 **SECTION FIVE.** Promotion, Demotion, Transfer, Reallocation

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

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

22 (1) When an employee is promoted to a position in the General and Management
 23 Schedule, the employee’s salary shall be set at a rate deemed appropriate by the Appointing

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

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

7 (1) If an employee is demoted for disciplinary reasons his or her rate of pay shall be
8 established at a rate within the range for the new position to be determined by the Appointing
9 Authority.

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

15 (d) Reallocation:

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

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

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

SECTION SIX.

Salary adjustments for all employees shall be based on considerations of merit, equity, or success in fulfilling predetermined performance factors as established by the Appointing Authority.

(a) Based upon the service rating of an employee together with the standard of performances established by the Appointing Authority, the Appointing Authority shall determine eligibility for up to a two percent (2%) increase or at the discretion of the Appointing Authority up to a ten percent (10%) increase for exceptional performance of duties.

(b) Effective upon approval of the Mayor, all full-time employees whose bi-weekly range is within the range of pay or above the maximum of the range of pay may have their bi-weekly rate increased by three percent (3%) effective with the start of the first pay period which includes the effective date of this ordinance. All full-time employees employed on May 31, 2026, shall receive a one-time, lump-sum payment of \$1,000.00 paid on June 5, 2026 or as soon as possible upon passage of this bill.

(c) All full-time employees who meet the eligibility requirements pursuant to FMLA will be entitled to six (6) weeks of paid leave.

(d) The compensation of the Appointing Authority may be annually increased by an amount equal to the annual salary adjustment for employees of the City of St. Louis as approved by the Board of Alderman as provided in Section 82.520 of the Missouri Revised Statutes.

SECTION SEVEN. Income Sources

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

Whenever an employee not on 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 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 EIGHT. Conversion

(a) All pay schedules established in **Ordinance Number 71965** shall continue in effect until the beginning of the bi-weekly pay period effective upon passage of this ordinance.

(b) The Appointing Authority shall establish such procedures as needed to place this ordinance into effect and interpret its provision.

SECTION NINE.

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

1 **SECTION TEN.**

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

FISCAL NOTE BOARD BILL NUMBER 26

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderman Rasheen Aldridge

Bill Synopsis:	<i>The Board Bill repeals Ordinance Number 71965 relating to position classifications and salaries of employees in the Treasurer's Office and enacts new provisions relating to the same subject matter, including updated position classifications and pay schedules; merit-based salary adjustments of up to 2%; discretionary exceptional performance increases of up to 10%; a 3% salary increase for eligible full-time employees; a one-time \$1,000 lump-sum payment for eligible full-time employees; six weeks of paid leave for eligible employees meeting FMLA requirements; and compensation adjustments tied to annual City employee salary increases for the Appointing Authority.</i>
Type of Impact:	<i>Indeterminate (Compensation and Employee Benefit Provisions)</i>
Agencies Affected:	<i>Treasurer's Office</i>

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

(01/2017)

- An execution or initiation of an activity as a result of federal or state mandates or requirements? _____Yes _____XNo
- A capital improvement project that increases operating costs over the current adopted city budget? _____Yes _____XNo
- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? _____Yes _____XNo

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 _____XNo
 - 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? _____XYes _____No
 - If yes, explain the impact and the estimated cost:

The bill is expected to increase personnel-related costs within the Treasurer's Office through compensation and employee benefit provisions expressly included in the Board Bill, including merit-based salary adjustments of up to 2%, discretionary exceptional performance increases of up to 10%, a 3% increase for eligible full-time employees, a one-time \$1,000 lump-sum payment for eligible full-time employees, six weeks of paid leave for eligible employees meeting FMLA requirements, and compensation adjustments tied to annual City employee salary increases for the Appointing Authority. However, sufficient supporting detail was not provided to confirm the compensation baseline used for calculation, employee eligibility assumptions, or potential implementation costs associated with these provisions; therefore, total fiscal impact cannot be determined from the Board Bill language and available supporting documentation.

- Does the bill create a program or administrative subdivision? _____Yes _____XNo
 - 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:

The bill results in increased annual operating costs associated with compensation and employee benefit provisions within the Treasurer's Office, including merit-based salary adjustments of up to 2%, discretionary exceptional performance increases of up to 10%, a 3% increase for eligible full-time employees, a one-time \$1,000 lump-sum payment for eligible full-time employees, paid leave benefits for eligible employees, and compensation adjustments tied to annual City employee salary increases for the Appointing Authority. No equipment or maintenance costs are identified in the Board Bill language. Sufficient supporting documentation was not provided to reliably quantify the fiscal impact of these provisions; therefore, total fiscal impact cannot be determined. Funding would be dependent on departmental appropriations.

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	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>

- Describe any assumptions used in preparing this fiscal note:

This fiscal note is based on review of the Board Bill language and supporting documentation provided. While supporting materials were submitted, sufficient detail was not available to confirm the compensation baseline used for calculation, employee eligibility assumptions related to the proposed compensation provisions, or quantify potential implementation costs associated with the paid leave provision; therefore, fiscal impact is presented as indeterminate.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

Board Bill language; Treasurer's Office supporting employee spreadsheet; Treasurer's Office summary documentation.

- Have the financial estimates of this bill been verified by the City Budget Division?
____ Yes X No

○ If yes, by whom? _____ .

Summary
Board Bill Number 31
Introduced by Shameem Clark Hubbard
May 29, 2026

An ordinance making appropriation for payment of the operating expenses, capital expenses, including lease purchase agreements and debt service expenses of the Parking Division of the Treasurer's Office for fiscal year July 1, 2026 through June 30, 2027, in the sum of **Twenty-One Million, Thirty-Seven Thousand, Nine Hundred Sixty-Six Dollars (\$21,037,966)** including **One Million, Four Hundred Seventy-Five Thousand, Seven Hundred Sixty-Eight Dollars (\$1,475,768)** for Capital Improvements; containing an emergency clause.

BOARD BILL NUMBER 31 INTRODUCED BY ALDERWOMAN SHAMEEM CLARK HUBBARD

An ordinance making appropriation for payment of the operating expenses, capital expenses, including lease purchase agreements and debt service expenses of the Parking Division of the Treasurer's Office for fiscal year July 1, 2026 through June 30, 2027, in the sum of **Twenty-One Million, Thirty-Seven Thousand, Nine Hundred Sixty-Six Dollars (\$21,037,966)** including **One Million, Four Hundred Seventy-Five Thousand, Seven Hundred Sixty-Eight Dollars (\$1,475,768)** for Capital Improvements; containing an emergency clause.

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

SECTION ONE. There is hereby appropriated, from the anticipated revenue of the Parking Fund (hereinafter detailed on Exhibit 1 R). the **Sum of Twelve Million, Nine Hundred Seven Thousand, Four Hundred Eighty-Four Dollars (\$12,907,484)** for payment during the fiscal period beginning July 1, 2026 and extending through June 30, 2027 of operating expenses, capital expenses, lease/purchase agreements for Parking Division assets, including parking systems and equipment and other required expenses of the Parking Division of the Treasurer's Office, funding **Six Hundred Thirty-Four Thousand, Two Hundred Eighty-One Dollars (\$634,281)** for the Office of Financial Empowerment as a non-operating expense hereinafter detailed on **Exhibit 1.**

SECTION TWO. Pursuant to Ordinance 62674, dated July 7, 1992, there is hereby appropriated from revenues available to the Kiel Center & City Hall Parking Facilities (hereinafter detailed on Exhibit 2 R & 2R-A) the sum of **Three Million, Two Hundred Five Thousand, Two Hundred Eighty-Three Dollars (\$3,205,283)** for the operations and maintenance of the Kiel Center and City Hall Parking Facilities, including the sum of **Two**

1 **Million, One Hundred Four Thousand, Five Hundred Eighty-Four Dollars (\$2,104,584)** for
2 debt service as hereinafter detailed on **Exhibit 2 & 2A** .

3 **SECTION THREE.** There is hereby appropriated from revenues available to the
4 Information Technologies Office **(hereinafter detailed on Exhibit 3R)** the sum of **Six Hundred**
5 **Eighteen Thousand, Three Hundred Seventy-Four Dollars (\$618,374)** for the operations and
6 maintenance of Information Technology as hereinafter detailed on **Exhibit 3**.

7 **SECTION FOUR.** Pursuant to Ordinance 64539 dated January 4, 1999, there is hereby
8 appropriated from revenues available to the Argyle Parking Facility **(hereinafter detailed on**
9 **Exhibit 4 R)** the sum of **Seven Hundred Twelve Thousand, Three Hundred Ninety-Six**
10 **Dollars (\$712,396)** for the operations and maintenance of the Argyle Parking Facility, including
11 the sum of **One Hundred Forty-Four Thousand, One Hundred Seventy-Eight Dollars**
12 **(\$144,178)** for debt service as hereinafter detailed on **Exhibit 4**.

13 **SECTION FIVE.** There is hereby appropriated from revenues available to the Chouteau
14 Building & Parking Facility **(hereinafter detailed on Exhibit 5 R)** the sum of **Two Hundred**
15 **Ninety-Six Thousand, Two Hundred Three Dollars (\$296,203)** for the operations and
16 maintenance of the Chouteau Building as hereinafter detailed on **Exhibit 5**.

17 **SECTION SIX.** There is hereby appropriated from revenues available to The Williams
18 Paper Parking Facility as **(hereinafter detailed on Exhibit 6 R)** the sum of **Two Hundred**
19 **Eighty-Two Thousand, Six Hundred Forty-Two Dollars (\$282,642)** for the operations and
20 maintenance of The Williams Paper Parking Facility including **Two Hundred Fifty-Three**
21 **Thousand, Two Hundred Sixty-Nine Dollars (\$253,269)** for debt service as hereinafter
22 detailed in **Exhibit 6**.

1 **SECTION SEVEN.** Pursuant to ordinance 65403 dated January 25, 2002, there is
2 hereby appropriated from revenues available to the Central Downtown Parking Facility
3 *(hereinafter detailed on Exhibit 7 R)* the sum of **One Million, Three Hundred Sixty-One**
4 **Thousand, Four Hundred Sixty-Eight Dollars (\$1,361,468)** for the operations and
5 maintenance of the Central Downtown Parking Facility including the sum of **Six Hundred**
6 **Ninety-Three Thousand, Eight Hundred Eighty-Two Dollars (\$693,882)** for debt service as
7 hereinafter detailed on **Exhibit 7.**

8 **SECTION EIGHT.** Pursuant to Ordinance 67255 dated October 17, 2006, there is
9 hereby appropriated from revenues available to the Buckingham Parking Facility *(hereinafter*
10 *detailed on Exhibit 8 R)* the sum of **Two Hundred Seventy-Three Thousand, Five Hundred**
11 **Eighty-Five Dollars (\$273,585)** for the operations and maintenance of the Buckingham Parking
12 Facility including the sum of **One Hundred Seventy-Three Thousand, Seven Hundred Fifty**
13 **Dollars (\$173,750)** for debt service as hereinafter detailed on **Exhibit 8.**

14 **SECTION NINE.** There is hereby appropriated from revenues available to the Cupples
15 Parking Facility *(hereinafter detailed on Exhibit 9 R)* the sum of **Three Hundred Ninety-**
16 **Three Thousand, One Hundred Thirty-Seven Dollars (\$393,137)** for the operations and
17 maintenance of the Cupples Parking Facility as hereinafter detailed in **Exhibit 9.**

18 **SECTION TEN.** There is hereby appropriated from revenues available to The Justice
19 Center Parking Facility *(hereinafter detailed on Exhibit 10 R)* the sum of **Nine Hundred**
20 **Eighty-Seven Thousand, Three Hundred Ninety-Three Dollars (\$987,393)** for the operations
21 and maintenance of the Justice Center Parking Facility including the sum of **Six Hundred**
22 **Sixteen Thousand, One Hundred Eighty-Six Dollars (\$616,186)** for debt service as hereinafter
23 detailed in **Exhibit 10.**

1 **SECTION ELEVEN.** By this ordinance, the Comptroller is directed to cause to be made
2 any appropriation transfer within or between or among departments or divisions or funds if such
3 transfers are not more than \$250,000 per occurrence and if they are approved by the Parking
4 Supervisor.

5 **SECTION TWELVE.** The passage of this Ordinance being deemed necessary for the
6 immediate preservation of the public peace, health and safety, it is hereby declared to be an
7 emergency Ordinance as provided for by Article IV, Section 20 of the Charter of the City of
8 St. Louis and shall be effective immediately upon approval by the Mayor.

Summary
Board Bill Number 18
Introduced by Alderman Matthew Devoti
May 8, 2026

An ordinance authorizing the honorary street name Sister Felicetta Cola Avenue pursuant to Ordinance Number 68604, which shall begin at the intersection of Wilson Avenue and Macklind Avenue and run East on Wilson Avenue to the intersection of Wilson Avenue and Edwards Street.

BOARD BILL NUMBER 18 INTRODUCED BY ALDERMAN MATT DEVOTI

1 An Ordinance authorizing the honorary street name Sister Felicetta Cola Avenue pursuant to
2 **Ordinance Number 68604**, which shall begin at the intersection of Wilson Avenue and
3 Macklind Avenue and run East on Wilson Avenue to the intersection of Wilson Avenue and
4 Edwards Street.

5 **WHEREAS**, Sister Felicetta Cola’s leadership at Sacred Heart Villa was defined by a lifetime of
6 devoted, hands-on service to young children and their families; and

7 **WHEREAS**, over more than six decades in ministry, she worked directly in the classroom,
8 helping to build and shape the school’s early childhood program during its formative years; and

9 **WHEREAS**, her approach was deeply personal—she was not a distant administrator, but an
10 everyday presence who taught, nurtured, and helped form generations of children within a
11 Catholic environment; and

12 **WHEREAS**, her approach was also remarkably stable, marked by decades of continuous
13 presence and commitment; and

14 **WHEREAS**, she became a beloved figure, within The Hill community, remembered for her
15 warmth, consistency, and genuine care for each child and family she encountered; and

16 **WHEREAS**, above all, her work reflected the mission of the Apostles of the Sacred Heart of
17 Jesus, emphasizing education, care, and the formation of the whole child;

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

1 **SECTION ONE.** The honorary street name Sister Felicetta Cola Avenue shall begin at the
2 intersection of Wilson Avenue and Macklind Avenue and run East on Wilson Avenue to the
3 intersection of Wilson Avenue and Edwards Street.

4 **SECTION TWO.** Pursuant to **Ordinance Number 68937**, at least sixty percent of all registered
5 voters and / or persons owning a business on between the intersections of Wilson and Macklind
6 and Wilson and Edwards have signed a petition in support of this honorary street name.

7 **SECTION THREE.** Upon receipt of payment for manufacturing and installing the honorary
8 street signs, the Director of Streets shall install the honorary street signs, “Sister Felicetta Cola
9 Avenue” at the intersections of Wilson Avenue and Macklind Avenue.

Summary**Board Bill Number 23****Introduced by Alderman Matt Devoti****May 15, 2026**

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 on various blocks in the 5th ward.

BOARD BILL NUMBER 23 INTRODUCED BY ALDERMAN MATT DEVOTI

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 on various blocks in the 5th ward.

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

SECTION ONE. Pursuant to **Ordinance Number 70333** as amended by **Ordinance Number 71394** the Director of Streets is hereby directed to install speed humps to calm the flow of traffic on various blocks in the 5th ward as follows:

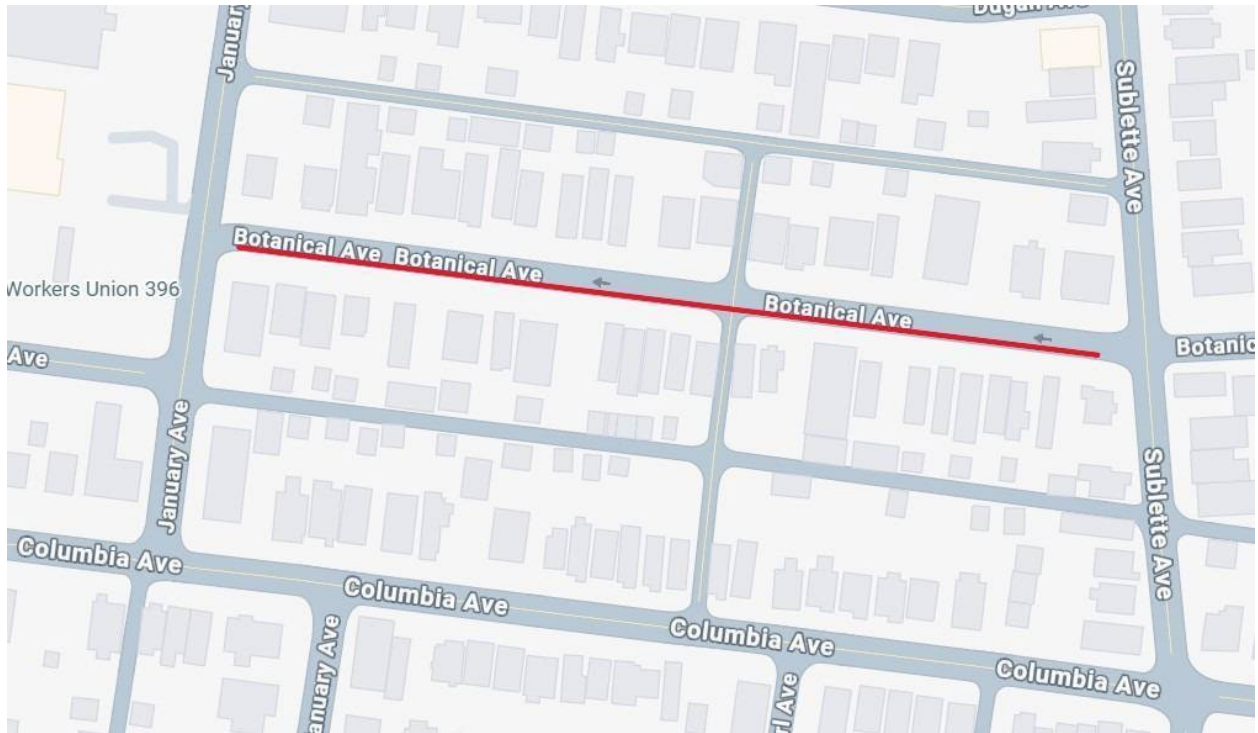
1. Speed Humps shall be installed on the 2200 Block of Cuggiono Court.
2. Speed Humps shall be installed on the 5000 Block of Cuggiono Place.
3. Speed Humps shall be installed on the 5500 and 5600 Block of Botanical Avenue.

5000 Cuggiono Place and 2200 Cuggiono Court



Board Bill 23

Map: 5500 & 5600 Botanical Avenue, between Sublette Avenue and January Avenue



Summary
Board Bill Number 25
Introduced by Alderman Michael Browning
May 21, 2026

An ordinance pertaining to water rates; finding, determining and declaring that an increase in certain water rates is necessary for certain purposes, defining certain terms; repealing and replacing parts of Ordinance 71683 which are presently codified as Sections 23.06.130, 23.16.025, 23.16.040, 23.18.015, 23.18.070, 23.20.015, 23.20.020, 23.20.030, and 23.20.040 of the Revised Code of The City of St. Louis (“Revised Code”) and amending parts of Ordinance 71683 which are presently codified as Sections 23.16.020 and 23.04.220 of the Revised Code; all having as their subject water rates and charges; and containing an emergency provision.

**BOARD BILL NUMBER 25 INTRODUCED BY ALDERMAN MICHAEL
BROWNING
COSPONSOR: ALDERMAN SHANE COHN**

1 An ordinance pertaining to water rates; finding, determining and declaring that an
2 increase in certain water rates is necessary for certain purposes; defining certain terms;
3 repealing and replacing parts of Ordinance 71683 which are presently codified as Sections
4 23.06.130, 23.16.025, 23.16.040, 23.18.015, 23.18.070, 23.20.015, 23.20.020, 23.20.030,
5 and 23.20.040 of the Revised Code of The City of St. Louis (“*Revised Code*”) and
6 amending parts of Ordinance 71683 which are presently codified as Sections 23.16.020
7 and 23.04.220 of the Revised Code; all having as their subject water rates and charges; and
8 containing an emergency provision.

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

11 **SECTION ONE. Findings and Determinations.** It is hereby found, determined
12 and declared by the Board of Aldermen of the City of St. Louis that increases in certain
13 water rates as hereinafter provided are absolutely necessary to provide revenues sufficient
14 (a) for the maintenance and operation of the City’s waterworks and water facilities (b) to
15 pay the running expenses of the Water Division, (c) to pay when due the principal of,
16 redemption premium, if any, and interest on all outstanding St. Louis Water Revenue
17 Bonds series 2013, as required by Article XIII Section 11 of the St. Louis City Charter, (d)
18 to fund an operating reserve fund and (e) to satisfy the requirements of the Indenture of
19 Trust dated as of April 1, 1994, by and between the City and UMB, as amended and
20 supplemented.

1 **SECTION TWO. Repeals.** The following ordinance provisions are hereby
2 repealed effective July 1, 2026, or on the date this ordinance is approved by the Mayor or
3 adopted over the Mayor’s veto, whichever is later: Sections Three through Eight, Ten, and
4 Twelve of Ordinance 71683, parts of which are presently codified as Sections 23.06.130,
5 23.16.025, 23.16.040, 23.18.015, 23.18.070, 23.20.015, 23.20.020, 23.20.030, and
6 23.20.040 of the Revised Code.

7 **SECTION THREE. Definitions.** There is hereby enacted a new Section 23.02.60
8 of the Revised Code to read as follows:

9 Definitions and Inflation Adjustment. The following terms have the following
10 meanings in the places stated in this Title 23, Division I:

11 A. As used in Chapters 23.16, 23.18 and 23.20, “Implementation Date” means
12 July 1, 2026, or the effective date of this ordinance, whichever is later.

13 B. As used in the rate tables of Chapters 23.16, 23.18 and 23.20, “2026” shall
14 mean the time period beginning on the Implementation Date and ending on December 31,
15 2026.

16 C. As used in the rate tables of Chapters 23.16, 23.18 and 23.20, each
17 subsequent year shall mean the calendar year beginning on January 1 of such year.

18 D. As used in this Title 23, Division I, “Inflation Adjustment” shall mean,
19 notwithstanding the rates set forth in the rate tables of Chapters 23.16, 23.18 and 23.20, an
20 increase in rates on January 1 of each calendar year equal to (i) for a year in which the
21 annual change in CPI-U for the preceding calendar year, as published by the U.S. Bureau
22 of Labor Statistics (the “*CPI Change*”), exceeds 3%, the sum of the Proposed Increase
23 listed for such year in the rate tables of such Chapters and the amount by which the CPI

1 Change exceeds 3%; (ii) for a year in which the CPI Change is less than or equal to 3%,
2 the Proposed Increase listed for such year in the rate tables of such Chapters; or (iii) for
3 any year after 2032, “Inflation Adjustment” shall mean that notwithstanding the rate tables
4 of Chapters 23.16, 23.18 and 23.20, (a) each water rate and service charge specified in
5 Sections 5 to 11 of this ordinance shall increase automatically by the CPI Change for the
6 preceding calendar year is a positive number; and (b) in the event the CPI Change for the
7 preceding calendar year is not a positive number, the rate or service charge shall continue
8 without change for another calendar year.

9 **SECTION FOUR. Flat Rates.** There is hereby enacted a new Section 23.16.040
10 of the Revised Code to read as follows:

11 Flat Rates. Except as set forth in Chapter 23.20 of the Revised Code, the following
12 water rates for non-metered connections are hereby imposed, subject to the Inflation
13 Adjustment:

14 A. Flat Rate for Domestic Use.

	2026 (7/1/26)	2027 (1/1/27)	2028 (1/1/2028)	2029 (1/1/2029)	2030 (1/1/2030)	2031 (1/1/2031)	2032 (1/1/2032)
Proposed Increase	18%	18%	6%	6%	6%	5%	5%
Room charge, Each	6.57	7.76	8.22	8.71	9.24	9.70	10.18
Water Closet, Each	25.76	30.40	32.22	34.15	36.20	38.01	39.91
Baths, Each	21.61	25.49	27.02	28.65	30.36	31.88	33.48
Shower, Separate from bath, Each	21.61	25.49	27.02	28.65	30.36	31.88	33.48
Sprinkling charge, Linear Foot	0.44	0.52	0.55	0.58	0.61	0.64	0.68

15 B. Temporary Use of Flat Rate. In those cases where users are not
16 eligible for flat rates as enumerated in Section 23.16.060, Revised Code, and where existing

1 water service is unmetered as of the effective date of this ordinance, it shall be the duty of
2 the Water Commissioner, as soon as possible, to cause the installation or setting of the
3 required meter. In the interim, bills shall be rendered to these customers on the basis of the
4 appropriate flat rates imposed by this ordinance.

5 C. Swimming Pool Charge.

6 A flat water rate shall be applied where a swimming pool, pond or other
7 pool is found on the premises having a capacity of more than one hundred (100) cubic feet
8 and less than two thousand (2,000) cubic feet which are not metered under Section
9 23.16.060, Revised Code. Said flat rate shall be payable for periods of three (3) months in
10 advance as follows:

11 Swimming pool, pond or other pool having a capacity of more than 100 but less
12 than 501 cubic feet--\$35.47, subject to the Inflation Adjustment

13 Swimming pool, pond or other pool having a capacity of 501 but less than 1,001
14 cubic feet--\$49.65, subject to the Inflation Adjustment

15 Swimming pool, pond or other pool having a capacity of 1,001 but less than 1,501
16 cubic feet--\$63.86, subject to the Inflation Adjustment

17 Swimming pool, pond or other pool having a capacity of 1,501 but less than 2,000
18 cubic feet--\$78.03, subject to the Inflation Adjustment

19 D. Change to Metered Rate. Any user paying a flat rate shall have the
20 option to pay instead at metered rates as provided by Chapter 23.18 of the Revised Code.
21 Such option shall be exercised in writing on forms supplied by the Water Commissioner.
22 The user shall provide for the meter by having a meter box and set up installed on the

1 service in accordance with the current connection regulations, furnished and installed at
 2 the user's own expense by a licensed plumber.

3 **SECTION FIVE. Metered Rates.** There is hereby enacted a new Section
 4 23.18.070 of the Revised Code to read as follows:

5 Metered Rates.

6 A. Water furnished to all metered connections shall be assessed for use per
 7 three-month billing period, or less, at rates equal to the combined sum of a readiness-to-
 8 serve charge and a quantity charge.

9 B. Except as set forth in Chapter 23.20 of the Revised Code, the readiness-to-
 10 serve charge and quantity charge shall be as follows, subject to the Inflation Adjustment:

	2026 (7/1/26)	2027 (1/1/27)	2028 (1/1/2028)	2029 (1/1/2029)	2030 (1/1/2030)	2031 (1/1/2031)	2032 (1/1/2032)
Proposed Increase	18%	18%	6%	6%	6%	5%	5%
Readiness-to-serve charge							
5/8"	41.72	49.24	52.19	55.32	58.64	61.57	64.65
3/4"	48.63	57.38	60.82	64.47	68.34	71.76	75.35
1"	61.63	72.73	77.09	81.71	86.62	90.95	95.49
1 1/2"	89.14	105.18	111.49	118.18	125.27	131.54	138.11
2"	129.54	152.86	162.03	171.75	182.06	191.16	200.72
3"	251.16	296.37	314.15	333.00	352.98	370.63	389.17
4"	445.51	525.70	557.24	590.68	626.12	657.42	690.29
6"	850.57	1003.67	1063.89	1127.72	1195.39	1255.16	1317.91
8"	1296.06	1529.36	1621.12	1718.38	1821.49	1912.56	2008.19
10"	1782.12	2102.90	2229.07	2362.82	2504.59	2629.82	2761.31
Quantity Charge (Cubic feet per billing)							
First 25,000, per CCF	3.09	3.65	3.87	4.10	4.34	4.56	4.79

Next 1,975,000, per CCF	2.42	2.85	3.03	3.21	3.40	3.57	3.75
Over 2,000,000, per CCF	1.55	2.16	2.29	2.42	2.57	2.70	2.83

1 C. Should water be furnished through two (2) or more separate meters, the
2 readiness-to-serve charge shall be the combined total of the readiness-to-serve charge for
3 each meter. Should water be furnished through a single meter containing two (2) or more
4 metering elements, the readiness-to-serve charge shall be that for a single meter the size of
5 the largest metering element.

6 D. Should water be furnished through two (2) or more meters or through a
7 single meter with two (2) or more metering elements, the quantity charge shall be based on
8 the combined total of all water used as indicated by all registers.

9 E. The Water Division may, in the discretion of the Water Commissioner, enter
10 into separate written agreements with certain large metered users pursuant to which the
11 user agrees to pay a higher rate than that required by Paragraph B of this Section 23.18.070.

12 **SECTION SIX. Special Rates in Schools or Qualified Charitable Institutions.**

13 There is hereby enacted a new Section 23.20.020 of the Revised Code to read as follows:

14 Special Rates in Schools or Qualified Charitable Institutions.

15 A. The readiness-to-serve charge and quantity charge for any public, parochial,
16 or inter-parochial school or Qualified Charitable Institution in the City shall be as follows,
17 subject to the Inflation Adjustment:

	2026 (7/1/26)	2027 (1/1/27)	2028 (1/1/2028)	2029 (1/1/2029)	2030 (1/1/2030)	2031 (1/1/2031)	2032 (1/1/2032)
Proposed Increase	18%	18%	6%	6%	6%	5%	5%
Readiness-to-serve charge							
5/8"	41.72	49.24	52.19	55.32	58.64	61.57	64.65

3/4"	48.63	57.38	60.82	64.47	68.34	71.76	75.35
1"	61.63	72.73	77.09	81.71	86.62	90.95	95.49
1 1/2"	89.14	105.18	111.49	118.18	125.27	131.54	138.11
2"	129.54	152.86	162.03	171.75	182.06	191.16	200.72
3"	251.16	296.37	314.15	333.00	352.98	370.63	389.17
4"	445.51	525.70	557.24	590.68	626.12	657.42	690.29
6"	850.57	1003.67	1063.89	1127.72	1195.39	1255.16	1317.91
8"	1296.06	1529.36	1621.12	1718.38	1821.49	1912.56	2008.19
10"	1782.12	2102.90	2229.07	2362.82	2504.59	2629.82	2761.31
Quantity Charge (Cubic feet per billing)							
Charitable Institutions	1.63	1.92	2.04	2.16	2.29	2.40	2.52
School Rate	1.63*	1.92	2.04	2.16	2.29	2.40	2.52

** School Rate is adjusted to align with the Charitable Institution Rate.*

1 B. As used in this Section 23.20.020, "Qualified Charitable Institution" shall
2 mean an institution which has made written application to the Water Commissioner, signed
3 by its president, secretary or managing officer, asking for a special charity rate, and stating
4 that free service is furnished to not less than ten (10) percent of its clients, and giving
5 special details of the management as are necessary to show the philanthropic nature of the
6 institution, which application has been approved by the Water Commissioner for the
7 reduced rates set forth in Paragraph A of this Section 23.20.020.

8 **SECTION SEVEN. Special Rates in Hospitals, Zoological Parks, and**
9 **Museums.** There is hereby enacted a new Section 23.20.030 of the Revised Code to read
10 as follows:

11 Special Rates in Hospitals, Zoological Parks, and Museums.

- 1 A. The readiness-to-serve charge and quantity charge for any hospital, public library,
2 art museum of the Art Museum subdistrict of the Metropolitan Zoological Park and
3 Museum District of the City of St. Louis and the County of St. Louis (“MSD”), or
4 zoological parks of the Zoological subdistrict of MSD in the City shall be as
5 follows, subject to the Inflation Adjustment:

	2026** (7/1/26)	2027 (1/1/27)	2028 (1/1/2028)	2029 (1/1/2029)	2030 (1/1/2030)	2031 (1/1/2031)	2032 (1/1/2032)
Proposed Increase	18%	18%	6%	6%	6%	5%	5%
Readiness-to-serve charge							
5/8”	41.72	49.24	52.19	55.32	58.64	61.57	64.65
3/4”	48.63	57.38	60.82	64.47	68.34	71.76	75.35
1”	61.63	72.73	77.09	81.71	86.62	90.95	95.49
1 1/2”	89.14	105.18	111.49	118.18	125.27	131.54	138.11
2”	129.54	152.86	162.03	171.75	182.06	191.16	200.72
3”	251.16	296.37	314.15	333.00	352.98	370.63	389.17
4”	445.51	525.70	557.24	590.68	626.12	657.42	690.29
6”	850.57	1003.67	1063.89	1127.72	1195.39	1255.16	1317.91
8”	1296.06	1529.36	1621.12	1718.38	1821.49	1912.56	2008.19
10”	1782.12	2102.90	2229.07	2362.82	2504.59	2629.82	2761.31
Quantity Charge (Cubic feet per billing)							
First 25,000, per CCF	1.63**	3.65	3.87	4.10	4.34	4.56	4.79
Next 1,975,000, per CCF	1.63**	2.85	3.03	3.21	3.40	3.57	3.75
Over 2,000,000, per CCF	1.63**	2.16	2.29	2.42	2.57	2.70	2.83

***Hospitals, Zoological Parks, and Museums special rate classification will be eliminated effective January 1, 2027.*

1 **SECTION EIGHT. Affordability Rates.** There is hereby enacted a new Section
2 23.20.040 of the Revised Code to read as follows:

3 Affordability Rates.

4 A. The following water rates for non-metered connections are hereby imposed
5 for Qualified Affordability Customers, subject to the Inflation Adjustment:

	2026 (7/1/26)	2027 (1/1/27)	2028 (1/1/2028)	2029 (1/1/2029)	2030 (1/1/2030)	2031 (1/1/2031)	2032 (1/1/2032)
Proposed Increase	-	18%	6%	6%	6%	5%	5%
Room charge, Each	3.29	3.88	4.11	4.36	4.62	4.85	5.09
Water Closet, Each	12.88	15.20	16.11	17.08	18.10	19.01	19.96
Baths, Each	10.80	12.75	13.51	14.32	15.18	15.94	16.74
Shower, Separate from bath, Each	10.80	12.75	13.51	14.32	15.18	15.94	16.74
Sprinkling charge, Linear Foot	0.22	0.26	0.27	0.29	0.31	0.32	0.34

6 B. The readiness-to-serve charge and quantity charge for any Qualified
7 Affordability Customer shall be as follows, subject to the Inflation Adjustment:

	2026** (7/1/26)	2027 (1/1/27)	2028 (1/1/2028)	2029 (1/1/2029)	2030 (1/1/2030)	2031 (1/1/2031)	2032 (1/1/2032)
Proposed Increase	-	18%	6%	6%	6%	5%	5%
Readiness-to-serve charge							
5/8"	20.86	24.62	26.09	27.66	29.32	30.79	32.33
3/4"	24.31	28.69	30.41	32.24	34.17	35.88	37.67
1"	30.82	36.36	38.54	40.86	43.31	45.47	47.75
1 1/2"	44.57	52.59	55.75	59.09	62.64	65.77	69.06
2"	64.77	76.43	81.01	85.88	91.03	95.58	100.36
3"	125.58	148.19	157.08	166.50	176.49	185.32	194.58

4"	222.75	262.85	278.62	295.34	313.06	328.71	345.15
6"	425.28	501.83	531.94	563.86	597.69	627.58	658.96
8"	648.03	764.68	810.56	859.19	910.74	956.28	1004.10
10"	891.06	1051.45	1114.54	1181.41	1252.29	1314.91	1380.65
Quantity Charge (Cubic feet per billing)							
First 25,000, per CCF	1.55	1.82	1.93	2.05	2.17	2.28	2.40
Next 1,975,000, per CCF	2.42	2.85	3.03	3.21	3.40	3.57	3.75
Over 2,000,000, per CCF	1.83	2.16	2.29	2.42	2.57	2.70	2.83

1 C. As used in this Section 23.20.040, “Qualified Affordability Customer” shall
2 mean a residential customer who makes a written application to the Water Commissioner,
3 which application has been approved by the Water Commissioner for the reduced rates set
4 forth in Paragraph A or B of this Section 23.20.040, as applicable, to be known as the
5 “Affordability Rate.”

6 D. Eligibility for status as a Qualified Affordability Customer shall be
7 determined based on criteria established by the Water Commissioner, which may include,
8 but are not limited to: household income; age of applicant; demonstrated eligibility from
9 past assistance programs; and/or documented impact from a natural or man-made disaster.

10 E. To remain eligible for use of the Affordability Rate, a Qualified
11 Affordability Customer must be current in their Water Division account. Customers with
12 delinquent balances may be required to enter and remain current on an approved repayment
13 agreement as a condition of eligibility or continued participation. Failure to comply with
14 such requirements may result in suspension or termination of Qualified Affordability
15 Customer status. A customer with a delinquent balance that is actively enrolled in and

1 current with a repayment plan shall be deemed to be current in their Water Division account
2 for the purposes of this Section 23.20.040.

3 F. Any Qualified Affordability Customer or person applying for such status
4 who knowingly provides false, misleading, or incomplete information or otherwise
5 engages in fraud or abuse with respect to the Affordability Rate, as determined by the Water
6 Commissioner, shall immediately lose status as a Qualified Affordability Customer and be
7 ineligible to apply for such status in the future. The Water Commissioner is authorized to
8 retroactively recover the difference between the Affordability Rate and the standard water
9 rate for any period in which the Affordability Rate was improperly obtained, in addition to
10 any other remedies permitted by law or ordinance.

11 G. The Water Commissioner may require periodic recertification of eligibility
12 for Qualified Affordability Customer status. Continued participation is conditioned upon
13 ongoing compliance with Water Division requirements. The Water Commissioner may
14 suspend or revoke participation for failure to meet eligibility criteria, comply with
15 recertification requirements, or adhere to the program established under this Section
16 23.20.040.

17 **SECTION NINE. Water turn-on Service Charge.** Section Nine of Ordinance
18 71683, codified at Section 23.16.020 of the Revised Code, is hereby amended by replacing
19 the figure “\$40.00” with the figure “\$50.00.”

20 **SECTION TEN. Shutoff for Delinquency.** There is hereby enacted a new Section
21 23.06.130 of the Revised Code to read as follows:

22 Shutoff for Delinquency. The Collector of Revenue shall furnish the Water
23 Commissioner a written list each day of all water bills paid the previous day. The Water

1 Commissioner shall shut off the water from all premises for the nonpayment of delinquent
2 bills. Water shall not again be furnished thereto until all outstanding obligations for water
3 supplied to such premises shall have been paid in full, or the property owner or account
4 holder has entered into and is in compliance with an approved repayment agreement with
5 the Water Division or the Collector of Revenue, and a charge of \$75.00 has been paid in
6 advance for turning on such water, subject to the Inflation Adjustment.

7 **SECTION ELEVEN. Fire Protection Connections.** Section Eleven of Ordinance
8 71683, codified at Section 23.04.220 of the Revised Code, is hereby amended by replacing
9 the phrase “Two Hundred Eighty-Eight Dollars (\$288.00)” with the phrase “Two Hundred
10 Ninety-Seven Dollars (\$297).”

11 **SECTION TWELVE. Annual Update.** There is hereby enacted a new Section
12 23.02.070 of the Revised Code to read as follows:

13 Annual Update. The Water Division shall submit an annual update to the Clerk of
14 the Board of Aldermen no later than October 1 of each calendar year and shall present the
15 report at a meeting of the Board of Aldermen's Public Infrastructure and Utilities
16 Committee (or such other committee to which, pursuant to the rules of the Board of
17 Aldermen, bills affecting matters that are the subject of this Ordinance are assigned) during
18 that month of May. The Water Division's update shall include a list of projects with their
19 current status and progress. It shall include any other related documents as may be
20 requested by the Public Infrastructure and Utilities Committee. The report shall be posted
21 19 on the Water Division's website by October 1 of each calendar year.

22 **SECTION THIRTEEN. Emergency.** This ordinance, being deemed necessary for
23 the immediate preservation of the public peace and safety, is declared to be an emergency

- 1 ordinance under Article IV, Sections 19 and 20 of the Charter of the City of St. Louis, and
- 2 it shall take effect and be in full force immediately upon its passage and approval by the
- 3 Mayor or its adoption over her veto.

ORDINANCE 71683

BOARD BILL NUMBER 49 COMMITTEE SUBSTITUTE AS AMENDED INTRODUCED BY ALDERWOMAN ANNE SCHWEITZER

1 An ordinance pertaining to water rates; finding, determining and declaring that an increase
2 in certain water rates is necessary for certain purposes; defining certain terms; repealing
3 **Ordinance Number 68694**, which is presently codified as Sections 23.04.220, 23.06.130,
4 23.16.020, 23.16.025, 23.16.040, 23.18.070, 23.20.020, 23.20.030, and 23.20.040, Revised
5 Code of The City of St. Louis (“*Revised Code*”) and repealing Section 3 of **Ordinance**
6 **Number 63136**, presently codified as Section 23.20.015 of the Revised Code; enacting
7 twelve new sections relating to the same subject; and containing an emergency provision.

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

9 **SECTION ONE.** Findings and Determinations. It is hereby found, determined and
10 declared by the Board of Aldermen of the City of St. Louis that increases in certain water
11 rates as hereinafter provided are absolutely necessary to provide revenues sufficient (a) for
12 the maintenance and operation of the City's waterworks and water facilities (b) to pay the
13 running expenses of the Water Division, (c) to pay when due the principal of, redemption
14 premium, if any, and interest on all outstanding St. Louis Water Revenue Bonds series
15 2013, as required by Article XIII Section 11 of the St. Louis City Charter, (d) to fund an
16 operating reserve fund and (e) to satisfy the requirements of the Indenture of Trust dated
17 as of April 1, 1994, by and between the City and UMB (the "*Indenture*"), as amended and
18 supplemented.

19 **SECTION TWO.** Repeals. The following ordinance provisions are hereby repealed
20 effective July 1, 2023, or on the effective date of this ordinance, whichever is later:

Page 1 of 13
Board Bill Number 49
Committee Substitute As Amended
Schweitzer
June 2, 2023

1 **Ordinance Number 68694** in its entirety, presently codified as Sections 23.04.220,
2 23.06.130, 23.16.020, 23.16.025, 23.16.040, 23.18.070, 23.20.020, 23.20.030, and
3 23.20.040; and Section 3 of **Ordinance Number 63136**, presently codified at Section
4 23.20.015 of the Revised Code.

5 **SECTION THREE.** There is hereby enacted a new ordinance to be codified at Sections
6 23.16.025, 23.18.15 and 23.20.015 of the Revised Code to be and read as follows:

7 Definitions and Inflation Adjustment.

8 A. “Implementation Date” shall mean the Date as of which the rates of this
9 Chapter are effective, which shall be July 1, 2023, or the effective date of this ordinance,
10 whichever is later.

11 B. “First Year” shall mean the time period beginning on the Implementation
12 Date and ending on December 31, 2023.

13 C. “Second and Third Years” shall mean the calendar years beginning on
14 January 1, 2024 and ending December 31, 2025.

15 D. “Inflation Adjustment” shall mean that notwithstanding the rates enacted
16 for the First Year and any rates enacted for the Second and Third Years, (a) on January 1
17 of each calendar year from January 1, 2026 and thereafter each water rate and service
18 charge specified in Sections 5 to 11 of this ordinance shall increase automatically by the
19 annual change in CPI-U for the preceding calendar year as published by the U.S. Bureau
20 of Labor Statistics in the event that the CPI-U for the preceding calendar year is a positive
21 number; and (b) in the event the CPI-U for the preceding calendar year is not a positive
22 number, the rate or service charge shall continue without change for another calendar year.

1 **SECTION FOUR.** There is hereby enacted a new Section 23.16.040 of the Revised Code
2 to be and read as follows:

3 Flat Rates. The following rates and charges are hereby imposed, subject to the
4 Inflation Adjustment:

5 A. Flat Rate for Domestic Use.

6 1. For the use of water for domestic family residence, flat or apartment
7 purposes, for periods of three months in advance:

8 FIRST YEAR

9 Room charge, each..... \$4.51

10 Water closet, each.....\$17.66

11 Baths, each..... \$14.82

12 Shower, separate from bath, each..... \$14.82

13 SECOND AND THIRD YEARS

14 Room charge, each..... \$5.41

15 Water closet, each.....\$21.19

16 Baths, each..... \$17.78

17 Shower, separate from bath, each..... \$17.78

18 2. Sprinkling charge of \$0.30 per front foot shall be assessed each
19 three-month billing period for lawn sprinkling and other outside uses beginning with the
20 Implementation Date of this ordinance.

21 Sprinkling charge of \$0.36 per front foot shall be assessed each three-month
22 billing period for lawn sprinkling and other outside uses for the Second and Third Years.

1 B. Temporary Use of Flat Rate. In those cases where users are not eligible for
2 flat rates as enumerated in Section 23.16.060, Revised Code, and where existing water
3 service is unmetered as of the effective date of this ordinance, it shall be the duty of the
4 Water Commissioner, as soon as possible, to cause the installation or setting of the required
5 meter. In the interim, bills shall be rendered to these customers on the basis of the
6 appropriate flat rates imposed by this ordinance.

7 C. Swimming Pool Charge.

8 1. A flat water rate shall be applied where a swimming pool, pond or
9 other pool is found on the premises having a capacity of more than one hundred (100) cubic
10 feet and less than two thousand (2,000) cubic feet which are not metered under Section
11 23.16.060, Revised Code. Said flat rate shall be payable for periods of three (3) months in
12 advance as follows:

13 Swimming pool, pond or other pool having a capacity of more than 100 but less
14 than 501 cubic feet--\$33.34

15 Swimming pool, pond or other pool having a capacity of 501 but less than 1,001
16 cubic feet--\$46.66

17 Swimming pool, pond or other pool having a capacity of 1,001 but less than 1,501
18 cubic feet--\$60.02

19 Swimming pool, pond or other pool having a capacity of 1,501 but less than 2,000
20 cubic feet--\$73.34

21 2. After paying the flat rates imposed under the foregoing Subsection
22 5(c)1 or Section 5(c)1 of **Ordinance Number 68694**, or both, for a minimum of one (1)

1 year, the user making said payments shall have the option to pay at meter rates as provided
2 by Chapter 23.18, Revised Code. Such options shall be exercised in writing on forms
3 supplied by the Water Commissioner. The user shall provide for the meter by having a
4 meter box and set up installed on the service in accordance with Section 23.04.210, Revised
5 Code, at the user's own expense.

6 **SECTION FIVE.** There is hereby enacted a new Section 23.18.070 to be and read as
7 follows:

8 Metered Rates. The following rates are hereby imposed, subject to the Inflation
9 Adjustment:

10 A. Water furnished to all metered connections shall be assessed for use per
11 three-month billing period, or less, at rates equal to the combined sum of a readiness-to-
12 serve charge and a quantity charge.

13 B. The readiness-to-serve charge shall be determined by the size of the meter
14 and shall be as follows:

15 FIRST YEAR

16 METER

17	5/8".....	\$28.61
18	3/4".....	\$33.34
19	1".....	\$42.26
20	1½".....	\$61.12
21	2".....	\$88.82
22	3".....	\$172.21

1	4".....	\$305.46
2	6".....	\$583.19
3	8".....	\$888.64
4	10".....	\$1,221.90

5 SECOND AND THIRD YEARS

6 METER

7	5/8".....	\$34.33
8	3/4".....	\$40.01
9	1".....	\$50.71
10	1½".....	\$73.34
11	2".....	\$106.58
12	3".....	\$206.65
13	4".....	\$366.55
14	6".....	\$699.83
15	8".....	\$1066.37
16	10".....	\$1466.28

17 C. Should water be furnished through two (2) or more separate meters, the
18 readiness-to-serve charge shall be the combined total of the readiness-to-serve charge for
19 each meter. Should water be furnished through a single meter containing two (2) or more
20 metering elements, the readiness-to-serve charge shall be that for a single meter the size of
21 the largest metering element.

22 D. The quantity charge shall be at the following rates:

1 FIRST YEAR

- 2 (i) For first 25,000 cubic feet per billing, per 100 cubic feet, \$2.12
- 3 (ii) For next 1,975,000 cubic feet per billing, per 100 cubic feet, \$1.66
- 4 (iii) Over 2,000,000 cubic feet per billing, per 100 cubic feet, \$1.25

5 SECOND AND THIRD YEARS

- 6 (i) For first 25,000 cubic feet per billing, per 100 cubic feet, \$2.54
- 7 (ii) For next 1,975,000 cubic feet per billing, per 100 cubic feet, \$1.99
- 8 (iii) Over 2,000,000 cubic feet per billing, per 100 cubic feet, \$1.50

9 E. Should water be furnished through two (2) or more meters or through a

10 single meter with two (2) or more metering elements, the quantity charge shall be based on

11 the combined total of all water used as indicated by all registers.

12 **SECTION SIX.** There is hereby enacted a new Section 23.20.020 to be and read as

13 follows: Special Rates in Hospitals or Charitable Institutions.

14 The following rates are hereby imposed, subject to the Inflation Adjustment:

15 A. The quantity charge for the use of water by any hospital or charitable

16 institution in the City which shall make written application to the Water Commissioner,

17 signed by its president, secretary or managing officer, asking for a special charity rate, and

18 stating that free service is furnished to not less than ten (10) percent of its patients, members

19 or inmates, and giving special details of the management as are necessary to show the

20 philanthropic nature of the institution shall, if approved by the Water Commissioner, be

1 assessed for the water used in the institution at a special rate of \$1.12 per 100 cubic feet
2 for the First Year, \$1.34 per 100 cubic feet for the Second and Third Years.

3 B. In addition to the quantity charge, there shall be assessed each billing
4 period a readiness-to-serve charge for each meter in accordance with the schedule set forth
5 in Section Five of this ordinance.

6 **SECTION SEVEN.** There is hereby enacted a new Section 23.20.030 to be and read as
7 follows:

8 School Rates.

9 The following rates are hereby imposed, subject to the Inflation Adjustment:

10 A. The quantity charge for the use of water by any public, parochial, inter-
11 parochial schools, public libraries, and art museum of the Art Museum subdistrict of the
12 Metropolitan Zoological Park and Museum District of the City of St. Louis and the County
13 of St. Louis shall be assessed for the water used in the institution at a special rate of \$1.25
14 per 100 cubic feet for the First Year, \$1.50 per 100 cubic feet for the Second and Third
15 Years.

16 B. In addition to the quantity charge, there shall be assessed each billing period
17 a readiness-to-serve charge for each meter in accordance with the schedule set forth in
18 Section Five of this ordinance.

19 **SECTION EIGHT.** There is hereby enacted a new Section 23.20.040 to be and read as
20 follows:

21 Zoological Parks.

22 The following rates are hereby imposed, subject to the Inflation Adjustment:

1 A. The quantity charge for the use of water by zoological parks of the
2 Zoological subdistrict of the Metropolitan Zoological Park and Museum District of the City
3 of St. Louis and the County of St. Louis shall be assessed for the water used in the
4 institution at a special rate of \$1.12 per 100 cubic feet for the First Year, \$1.34 per 100
5 cubic feet for the Second and Third Years.

6 B. In addition to the quantity charge, there shall be assessed each billing period
7 a readiness-to-serve charge for each meter in accordance with the schedule set forth in
8 Section Five of this ordinance.

9 **SECTION NINE.** There is hereby enacted a new Section 23.16.020 to be and read as
10 follows:

11 Water turn-on Service Charge. A service charge equal to \$40.00 shall be collected in
12 advance for turning on water to new flat rate and meter accounts, subject to the Inflation
13 Adjustment.

14 **SECTION TEN.** There is hereby enacted a new Section 23.16.130 to be and read as
15 follows:

16 Shutoff for Delinquency. The Collector of Revenue shall furnish the Water Commissioner
17 a written list each day of all water bills paid the previous day. The Water Commissioner
18 shall shut off the water from all premises for the nonpayment of delinquent bills. Water
19 shall not again be furnished thereto until all outstanding obligations for water supplied to
20 such premises shall have been paid in full and a charge of \$50.00 has been paid in advance
21 for turning on such water, subject to the Inflation Adjustment.

1 **SECTION ELEVEN.** There is hereby enacted a new Section 23.04.220 to be and read as
2 follows:

3 Fire Protection Connections.

4 A. All new and existing installations for private sprinkler type protection shall
5 be provided with a suitable control valve just inside the building or property line.
6 Connections serving automatic sprinkler equipment must be equipped with an approved
7 type of water flow alarm service of any of local and central station alarms, local alarms and
8 watchman with watch service, or approved outdoor local alarms where there is no
9 watchman on the premises. Water through these connections shall be used to extinguish
10 fires only and the use of water for any other purpose is expressly prohibited. No meter shall
11 be required on connections used to supply private fire protection systems with sprinkler
12 equipment only. Where new and existing connections for private fire protection supply
13 standpipe and hose rack systems or private fire hydrants are or have been installed, a
14 detector check valve with bypass meter and vault shall be installed at the expense of the
15 applicant and if it is found that water is being used for purposes other than the
16 extinguishment of fires or testing, the Water Commissioner shall install a fire service meter
17 and vault at the expense of the owner or occupant. Prior to installation the Water
18 Commissioner shall require a deposit for the estimated cost of all fire service meter and
19 vault installations within ten (10) days of notification or the water shall be shut off from
20 the water main and the Insurance Services Office of Missouri and the Fire Marshal notified
21 of this action. A service charge of Two Hundred Eighty-Eight Dollars (\$288.00), subject
22 to the Inflation Adjustment, shall be assessed against each connection made with the mains

1 of the Water Division for all new and existing private fire protection connections used to
2 supply sprinkler equipment only and against all new and existing private fire protection
3 connections regulated by detector check valves with bypass meters. Should water in excess
4 of that required for the emergency extinguishment of fires be used through any private fire
5 protection system regulated by a detector check valve with bypass meter then such water
6 use shall be assessed a quantity charge, but not the readiness-to-serve charge, at the rates
7 set forth in Section Six of this ordinance. Private fire protection connections regulated by
8 fire service meters shall be assessed the regular meter rates as set forth in Section Six of
9 this ordinance. For any private fire protection connection regulated either by a detector
10 check valve with bypass meter or by a fire meter an adjustment will be made for water used
11 for the emergency extinguishment of fire where such use is claimed and certified to the
12 Water Commissioner by the occupant or owner. In cases where these bills are not paid
13 within thirty (30) days, the Water Commissioner shall cause the connection to be shut off
14 and notify the Insurance Services Office of Missouri and the Fire Marshal of this action.

15 B. Sprinkler protection shall be considered a piping system with nationally
16 recognized testing laboratory approved sprinkler heads attached. Stand-pipe and hose racks
17 systems shall be considered any arrangements of piping whereby hoses for fighting fires
18 can be attached to the pipes and used either by the occupant or owner or the Fire
19 Department. A fire hydrant shall be considered any water connection with an outlet at least
20 two and one-half (2 1/2) inches inside diameter and provided with the same size threads
21 used by the St. Louis Fire Department. Two (2) inch or smaller fire protection connections

1 shall be used only when approved by the Fire Marshal and by the Water Commissioner and
2 no water for purposes other than fire extinguishment shall be taken from such connections.

3 C. Limited service sprinklers attached to domestic service lines shall conform
4 to the following minimum requirements. One (1) sprinkler head per fire area when supplied
5 from a one (1) inch domestic service. Two (2) sprinkler heads per fire area when supplied
6 from a one-and-one-half (1 1/2) inch domestic service. Four (4) sprinkler heads per fire
7 area when supplied from a two (2) inch domestic service. A fire area shall be a confined
8 area which may contain hazardous substances. Limited service sprinklers in any one (1)
9 building shall be limited to a maximum of twenty (20) sprinklers. No sprinkler supply lines
10 shall be attached to the domestic service before the domestic water meter.

11 **SECTION TWELVE.** The Water Division shall submit an annual update to the Clerk of
12 the Board of Aldermen no later than May 1 of each calendar year and shall present the
13 report at a meeting of the Board of Aldermen's Public Infrastructure and
14 Utilities Committee (or such other committee to which, pursuant to the rules of the Board
15 of Aldermen, bills affecting matters that are the subject of this Ordinance are assigned)
16 during that month of May. The Water Division's update shall include a list of projects with
17 their current status and progress. It shall include any other related documents as may be
18 requested by the Public Infrastructure and Utilities Committee. The report shall be posted
19 on the Water Division's website by May 1 of each calendar year.

20 **SECTION THIRTEEN.** Emergency. This being an ordinance necessary for the
21 preservation of the public peace, health, and safety, it is hereby declared to be an emergency
22 ordinance under Article IV, Sections 19 and 20 of the Charter of the City of St. Louis, and

- 1 it shall take effect and be in full force immediately upon its passage and approval by the
- 2 Mayor or its adoption over their veto.

ORDINANCE #68694
Board Bill No. 100
Committee Substitute

An ordinance pertaining to water rates; finding, determining and declaring that an increase in certain water rates is necessary for certain purposes; defining certain terms; repealing Ordinance 67919, parts of which are presently codified as Sections 23.04.220, 23.06.130, 23.16.020, 23.16.025, 23.16.040, 23.18.070, 23.20.020, 23.20.030, and 23.20.040, Revised Code, City of St. Louis 1994, Anno. ("Revised Code"), all having as their subject water rates and charges; enacting in lieu thereof nine new sections relating to the same subject; with an emergency provision.

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

Section 1. Findings and Determinations. It is hereby found, determined and declared by the Board of Aldermen of the City of St. Louis that increases in certain water rates as hereinafter provided are absolutely necessary to provide revenues sufficient (a) for the maintenance and operation of the City's waterworks and water facilities (b) to pay the running expenses of the Water Division, (c) to pay when due the principal of, redemption premium, if any, and interest on all outstanding St. Louis Water Revenue Refunding Bonds, Series 1998, as required by Article XIII Section 11 of the St. Louis City Charter, (d) to comply with the requirements of the Indenture of Trust dated as of April 1, 1994, by and between the City and Mark Twain Bank (the "Indenture"), and (e) to fund an operating reserve fund.

Section 2. Repeals. The following ordinance provisions are hereby repealed effective on the Implementation Date, as hereinafter defined, or on the effective date of this ordinance, whichever is later: Ordinance 67919, parts of which are presently codified as Sections 23.04.220, 23.06.130, 23.16.020, 23.16.025, 23.16.040, 23.18.070, 23.20.020, 23.20.030, and 23.20.040, Revised Code.

Section 3. Definitions. As used in this Ordinance, "Implementation Date" means the time period beginning on July 1, 2010, or the effective date of this ordinance whichever is later.

Section 4. Effective Date of Rates and Changes. The rates and charges imposed by Sections 5 to 12, inclusive, of this ordinance shall be effective on the Implementation Date.

Section 5. Flat Rates. The following water rates are hereby imposed:

(a) Flat rate for domestic use.

For the use of water for domestic family residence, flat or apartment purposes, for periods of three months in advance:

Room charge, each..... \$ 3.76

Water closet, each.....\$14.72

Baths, each..... \$ 12.35

Shower, separate from bath, each..... \$ 12.35

Sprinkling charge of \$.25 per front foot shall be assessed each three month billing period for lawn sprinkling and other outside uses beginning with the Implementation Date of this ordinance.

(b) Temporary use of flat rate.

In those cases where users are not eligible for flat rates as enumerated in Section 23.16.060, Revised Code, and where existing water service is unmetered as of the effective date of this ordinance, it shall be the duty of the Water Commissioner, as soon as possible, to cause the installation or setting of the required meter. In the interim, bills shall be rendered to these customers on the basis of the appropriate flat rates imposed by this ordinance.

(b) Swimming pool charge.

A flat water rate shall be applied where a swimming pool, pond or other pool is found on the premises having a capacity of more than one hundred (100) cubic feet and less than two thousand (2,000) cubic feet which are not metered under Section 23.16.060, Revised Code. Said flat rate shall be payable for periods of three (3) months in advance as follows:

Swimming pool, pond or other pool having a capacity of more than 100 but less than 501 cubic feet--\$23.15

Swimming pool, pond or other pool having a capacity of 501 but less than 1,001 cubic feet--\$32.40

Swimming pool, pond or other pool having a capacity of 1,001 but less than 1,501 cubic feet--\$41.68

Swimming pool, pond or other pool having a capacity of 1,501 but less than 2,000 cubic feet--\$50.93

After paying the flat rates imposed under the foregoing Subsection (c)1 or Section 5(c)1 of Ordinance 67919, or both, for a minimum of one (1) year, the user making said payments shall have the option to pay at meter rates as provided by Chapter 23.18, Revised Code. Such options shall be exercised in writing on forms supplied by the Water Commissioner. The user shall provide for the meter by having a meter box and set up installed on the service in accordance with Section 23.04.210, Revised Code, at the user's own expense.

Section 6. Metered Rates.

(a) Water furnished to all metered connections shall be assessed for use per three-month billing period, or less, at rates equal to the combined sum of a readiness-to-serve charge and a quantity charge.

(b) The readiness-to-serve charge shall be determined by the size of the meter and shall be as follows:

5/8"	\$ 23.84
3/4"	27.78
1"	35.22
1½"	50.93
2"	74.02
3"	143.51
4"	254.55
6"	485.99
8"	740.53
10"	1,018.25

(c) Should water be furnished through two (2) or more separate meters, the readiness-to-serve charge shall be the combined total of the readiness-to-serve charge for each meter. Should water be furnished through a single meter containing two (2) or more metering elements, the readiness-to-serve charge shall be that for a single meter the size of the largest metering element.

(d) The quantity charge shall be at the following rates:

(i) For first 25,000 cubic feet per billing, per 100 cubic feet, \$1.77.

(ii) For next 1,975,000 cubic feet per billing, per 100 cubic feet, \$1.38.

(iii) Over 2,000,000 cubic feet per billing, per 100 cubic feet, \$1.04.

(e) Should water be furnished through two (2) or more meters or through a single meter with two (2) or more metering elements, the quantity charge shall be based on the combined total of all water used as indicated by all registers.

Section 7. Special Rates in Hospitals or Charitable Institutions.

(a) The quantity charge for the use of water by any hospital or charitable institution in the City which shall make written application to the Water Commissioner, signed by its president, secretary or managing officer, asking for a special charity rate, and stating that free service is furnished to not less than ten (10) percent of its patients, members or inmates, and giving special details of the management as are necessary to show the philanthropic nature of the institution shall, if approved by the Water Commissioner, be assessed for the water used in the institution at a special rate of \$0.93 per 100 cubic feet.

(b) In addition to the quantity charge, there shall be assessed each billing period a readiness-to-serve charge for each meter in accordance with the schedule set forth in Section 6 of this ordinance.

Section 8. School Rates.

(a) The quantity charge for the use of water by any public, parochial, inter-parochial schools, public libraries, and art museum of the Art Museum subdistrict of the Metropolitan Zoological Park and Museum District of the City of St. Louis and the County of St. Louis shall be assessed for the water used in the institution at a special rate of \$1.04 per 100 cubic feet. In addition to the quantity charge, there shall be assessed each billing period a readiness-to-serve charge for each meter in accordance with the schedule set forth in Section Six of this ordinance.

Section 9. Zoological Parks.

(a) The quantity charge for the use of water by zoological parks of the Zoological subdistrict of the Metropolitan Zoological Park and Museum District of the City of St. Louis and the County of St. Louis shall be assessed for the water used in the institution at a special rate of \$0.93 per 100 cubic feet.

(b) In addition to the quantity charge, there shall be assessed each billing period a readiness-to-serve charge for each meter in accordance with the schedule set forth in Section Six of this ordinance.

Section 10. Water turn-on Service Charge.

A service charge equal to the then current Section 11 Shutoff for Delinquency rate shall be collected in advance for turning on water to new flat rate and meter accounts.

Section 11. Shutoff for Delinquency.

The Collector of Revenue shall furnish the Water Commissioner a written list each day of all water bills paid the previous day. The Water Commissioner shall shut off the water from all premises for the nonpayment of delinquent bills. Water shall not again be furnished thereto until all outstanding obligations for water supplied to such premises shall have been paid in full and a charge of \$30.00 has been paid in advance for turning on such water.

Fire Protection Connections.

(a) All new and existing installations for private sprinkler type protection shall be provided with a suitable control valve just inside the building or property line. Connections serving automatic sprinkler equipment must be equipped with an approved type of water flow alarm service of any of local and central station alarms, local alarms and watchman with watch service, or approved outdoor local alarms where there is no watchman on the premises. Water through these connections shall be used to extinguish fires only and the use of water for any other purpose is expressly prohibited. No meter shall be required on connections used to supply private fire protection systems with sprinkler equipment only. Where new and existing connections for private fire protection supply standpipe and hose rack systems or private fire hydrants are or have been installed, a detector check valve with bypass meter and vault shall be installed at the expense of the applicant and if it is found that water is being used for purposes other

than the extinguishment of fires or testing, the Water Commissioner shall install a fire service meter and vault at the expense of the owner or occupant. Prior to installation the Water Commissioner shall require a deposit for the estimated cost of all fire service meter and vault installations within ten (10) days of notification or the water shall be shut off from the water main and the Insurance Services Office of Missouri and the Fire Marshal notified of this action. A service charge of One Hundred Sixty-Eight dollars (\$168.00) shall be assessed against each connection made with the mains of the Water Division for all new and existing private fire protection connections used to supply sprinkler equipment only and against all new and existing private fire protection connections regulated by detector check valves with bypass meters. Should water in excess of that required for the emergency extinguishment of fires be used through any private fire protection system regulated by a detector check valve with bypass meter then such water use shall be assessed a quantity charge, but not the readiness-to-serve charge, at the rates set forth in Section Six of this ordinance. Private fire protection connections regulated by fire service meters shall be assessed the regular meter rates as set forth in Section Six of this ordinance. For any private fire protection connection regulated either by a detector check valve with bypass meter or by a fire meter an adjustment will be made for water used for the emergency extinguishment of fire where such use is claimed and certified to the Water Commissioner by the occupant or owner. In cases where these bills are not paid within thirty (30) days, the Water Commissioner shall cause the connection to be shut off and notify the Insurance Services Office of Missouri and the Fire Marshal of this action.

(b) Sprinkler protection shall be considered a piping system with nationally recognized testing laboratory approved sprinkler heads attached. Stand-pipe and hose racks systems shall be considered any arrangements of piping whereby hoses for fighting fires can be attached to the pipes and used either by the occupant or owner or the Fire Department. A fire hydrant shall be considered any water connection with an outlet at least two and one-half (2 1/2) inches inside diameter and provided with the same size threads used by the St. Louis Fire Department. Two (2) inch or smaller fire protection connections shall be used only when approved by the Fire Marshal and by the Water Commissioner and no water for purposes other than fire extinguishment shall be taken from such connections.

(c) Limited service sprinklers attached to domestic service lines shall conform to the following minimum requirements. One (1) sprinkler head per fire area when supplied from a one (1) inch domestic service. Two (2) sprinkler heads per fire area when supplied from a one-and-one-half (1 1/2) inch domestic service. Four (4) sprinkler heads per fire area when supplied from a two (2) inch domestic service. A fire area shall be a confined area which may contain hazardous substances. Limited service sprinklers in any one (1) building shall be limited to a maximum of twenty (20) sprinklers. No sprinkler supply lines shall be attached to the domestic service before the domestic water meter.

Section 12. Emergency.

This being an ordinance necessary for the preservation of the public peace, health and safety, it is hereby declared to be an emergency ordinance under Article IV, Sections 19 and 20 of the Charter of the City of St. Louis, and it shall take effect and be in full force immediately upon its passage and approval by the Mayor or its adoption over his veto.

Approved: June 25, 2010

St. Louis City Ordinance 63136

FLOOR SUBSTITUTE

BOARD BILL NO. [93] 306

INTRODUCED BY ALDERMAN Robert Ruggeri

An ordinance pertaining to water rates; finding, determining and declaring that an increase in certain water rates is necessary for certain purposes; defining certain terms; repealing certain parts of Section Four of Ordinance 59524, which constitute part of and are presently codified in the Revised Code, St. Louis 1980 Anno.: Section 4 (23.16.040); (23.16.050); (23.16.070); (23.16.080); (23.18.070); (23.20.020); (23.20.030); and (23.20.040), all having as their subject water rates and charges; enacting in lieu thereof one new section with eight subsections; with an emergency clause.

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

Section One. It is hereby found, determined and declared by the Board of Aldermen of the City of St. Louis that increases in certain water rates as hereinafter provided, are necessary to provide revenues sufficient for the maintenance and operation of the City's waterworks and water facilities and at least to pay the running expenses of the Water Division, and for the payment of the outstanding St. Louis Water Revenue Bonds, Series 1985 as required by Article XIII Section 11 of the St. Louis City Charter and for the payment of the principal of and interest on all additional outstanding Water Revenue Bonds when such bonds become due.

Section Two. The following parts of Section One of Ordinance 59524, numbered and referred to in such section as new sections of the Revised Code, presently codified in the Revised Code, St. Louis, 1980 Anno., as part of Ordinance 59524, and any other Ordinances or parts thereof inconsistent herewith, are hereby repealed: Section 4 (23.16.040); (23.16.050); (23.16.070); (23.16.080); (23.18.070); (23.20.020); (23.20.030); and (23.20.040).

Section Three. As used in this Ordinance, First Year means the year beginning on the effective date of this Ordinance, and Second and Third Years mean the years beginning on the second and third anniversaries of such effective date, respectively.

Section Four. The following water rates are hereby imposed:

(a) Flat rate for domestic use.

For the use of water for domestic family residence, flat or apartment purposes, for periods of three months in advance:

FIRST YEAR

Room charge, each \$1.85
Water closet, each \$7.22
Baths, each \$6.06
Shower, separate from bath, each \$6.06

SECOND YEAR

Room charge, each \$2.09
Water closet, each \$8.16
Baths, each \$6.85
Shower, separate from bath, each \$6.85

THIRD YEAR

Room charge, each \$2.24
Water closet, each \$8.73
Baths, each \$7.33
Shower, separate from bath, each \$7.33

Sprinkling charge of \$.124 per front foot shall be assessed each three month billing period for lawn sprinkling and other outside uses the first year after the effective date of the ordinance. This charge shall be \$.140 per foot the second year and \$.150 per front foot the third year.

(c) Temporary use of flat rate.

In those cases where users are not eligible for flat rates as enumerated in Section 23.16.060, and where existing water service is unmetered as of the effective date of the ordinance, it shall be the duty of the Water Commissioner, as soon as possible, to install or set the required meter. In the interim, bills shall be rendered to these customers on the basis of the appropriate flat rates in effect prior to the passage of this ordinance, plus twenty-two percent (22%) thereof.

(d) Swimming pool charge.

1. A flat water rate shall be applied where a swimming pool, pond or other pool is found on the premises having a capacity of more than one hundred (100)

cubic feet and less than two thousand (2,000) cubic feet which are not metered under Section 23.16.060. Said flat rate shall be payable for periods of three (3) months in advance as follows:

FIRST YEAR

Swimming pool, pond or other pool having a capacity of more than 100 but less than 501 cubic feet,\$11.36.

Swimming pool, pond or other pool having a capacity of 501 but less than 1,001 cubic feet,\$15.90.

Swimming pool, pond or other pool having a capacity of 1,001 but less than 1,501 cubic feet,\$20.45.

Swimming pool, pond or other pool having a capacity of 1,501 but less than 2,000 cubic feet,\$24.99.

SECOND YEAR

Swimming pool, pond or other pool having a capacity of more than 100 but less than 501 cubic feet,\$12.84.

Swimming pool, pond or other pool having a capacity of 501 but less than 1,001 cubic feet,\$17.97.

Swimming pool, pond or other pool having a capacity of 1,001 but less than 1,501 cubic feet,\$23.11.

Swimming pool, pond or other pool having a capacity of 1,501 but less than 2,000 cubic feet,\$28.24.

THIRD YEAR

Swimming pool, pond or other pool having a capacity of more than 100 but less than 501 cubic feet,\$13.74.

Swimming pool, pond or other pool having a capacity of 501 but less than 1,001 cubic feet,\$19.23.

Swimming pool, pond or other pool having a capacity of 1,001 but less than 1,501 cubic feet,\$24.73.

Swimming pool, pond or other pool having a capacity of 1,501 but less than 2,000 cubic feet,\$30.22.

2. After such flat rates have been paid for a minimum of one (1) year, the user making said payments shall have the option to pay at meter rates as provided by Chapter 23.18. Such options shall be exercised in writing on forms supplied by the Water Commissioner. The user shall provide for the meter by having a meter box and set up installed on the service in accordance with Section 23.04.210 at its own expense.

(e) Rates.

1. Water furnished to all metered connections shall be assessed for use per three-month billing period, or less, at rates equal to the combined sum of a readiness-to-serve charge and a quantity charge.

2. The readiness-to-serve charge shall be determined by the size of the meter and shall be as follows:

FIRST YEAR

Meter

5/8" \$11.71

3/4" 13.63

1" 17.28

1 1/4" 24.99

2" 36.34

3" 70.43

4" 124.94

6" 238.51

8" 363.45

10" 499.76

SECOND YEAR

Meter

5/8" \$13.23

3/4" 15.40

1" 19.53

1 1/4" 28.24

2" 41.06
3" 79.59
4" 141.18
6" 269.52
8" 410.70
10" 564.73

THIRD YEAR

Meter

5/8" \$14.16
3/4" 16.48
1" 20.90
1 1/4" 30.22
2" 43.93
3" 85.16
4" 151.06
6" 288.39
8" 439.45
10" 604.26

3. Should water be furnished through two (2) or more separate meters, the readiness-to-serve charge shall be the combined total of the readiness-to-serve charge for each meter. Should water be furnished through a single meter containing two (2) or more metering elements, the readiness-to-serve charge shall be that for a single meter the size of the largest metering element.

4. The quantity charge shall be at the following rates:

For first 25,000 cu. ft. per billing, per 100 cu. ft., \$0.87 the first year, \$0.98 the second year and \$1.05 the third year.

For next 1,975,000 cu. ft. per billing, per 100 cu. ft., \$0.68 the first year, \$0.77 the second year and \$0.82 the third year.

Over 2,000,000 cu. ft. per billing, per 100 cu. ft., \$0.51 the first year, \$0.58 the second year and \$0.62 the third year.

5. Should water be furnished through two (2) or more meters or through a single meter with two (2) or more metering elements, the quantity charge shall be based on the combined total of all water used as indicated by all registers.

(f) Special rates in hospitals or charitable institutions.

1. The quantity charge for the use of water by any hospital or charitable institution in the City which shall make written application to the Water Commissioner, signed by its president, secretary or managing officer, asking for a special charity rate, and stating that free service is furnished to not less than ten (10) percent of its patients, members or inmates, and giving special details of the management as are necessary to show the philanthropic nature of the institution shall, if approved by the Water Commissioner, be assessed for the water used in the institution at a special rate of \$0.45 per one hundred cubic feet the first year, \$0.51 the second year and \$0.55 the third year.

2. In addition to the quantity charge, there shall be assessed each billing period a readiness-to-serve charge for each meter in accordance with the schedule set forth in Section 23.18.070.

(g) School rates.

1. The quantity charge for the use of water by any public parochial, interparochial schools, public libraries, and art museum of the City shall be assessed for the water used in the institution at a special rate of \$0.51 per one hundred cubic feet the first year, \$0.58 the second year and \$0.62 the third year.

2. In addition to the quantity charge, there shall be assessed each billing period a readiness-to-serve charge for each meter in accordance with the schedule set forth in Section 23.18.070.

(h) Zoological parks.

1. The quantity charge for the use of water by zoological parks established pursuant to Section 90.580 to 90.650 Revised Statutes of Missouri 1978 shall be \$0.45 per one hundred cubic feet the first year, \$0.51 the second year and \$0.55 the third year.

2. In addition to the quantity charge, there shall be assessed each billing period a readiness-to-serve charge for each meter in accordance with the schedule set forth in Section 23.18.070.

Section Five. Sums of money due and owing for water or water service, or rights or privileges arising before the effective date of this Ordinance with respect to water or water services, shall not be retroactively affected by this Ordinance.

Section Six. This being an ordinance necessary for the preservation of the public peace, health and safety, is hereby declared to be an emergency ordinance under Article IV, Sections 19 and 20 of the Charter of the City of St. Louis, and it shall take effect and be in full force on July 1, 1994 immediately upon its passage and approval by the Mayor.

Legislative History				
1ST READING	REF TO COMM	COMMITTEE	COMM SUB	COMM AMEND
02/25/94	02/25/94	PU		
2ND READING	FLOOR AMEND	FLOOR SUB	PERFECTN	PASSAGE
03/04/94			03/11/94	03/18/94
ORDINANCE	VETOED		VETO OVR	
63136				

FISCAL NOTE

BOARD BILL NUMBER 25

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderman Michael Browning

Bill Synopsis:	<i>An ordinance amending City water rates and related charges, including flat rates, metered rates, special institutional rates, affordability rates for qualifying residential customers, water turn-on and delinquency shutoff charges, and fire protection connection charges; establishing annual Water Division reporting requirements; and containing an emergency provision.</i>
Type of Impact:	<i>Indeterminate (Special Fund Revenue and Administrative Impact)</i>
Agencies Affected:	<i>Water Division; Collector of Revenue.</i>

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 ☒ 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? ☒ Yes ☐ No
 - If yes, explain the impact and the estimated cost:

The Board Bill increases water rates and related service charges administered by the Water Division, which would affect Water Division Special Fund revenues. The bill also establishes administrative requirements related to affordability-rate eligibility determinations, recertification, repayment agreement monitoring, enforcement, and annual reporting obligations.

However, the Board Bill does not provide customer usage assumptions, customer counts, anticipated affordability-rate participation, delinquency activity projections, staffing plans, revenue estimates, or administrative cost projections; therefore, the total fiscal impact cannot be determined from the Board Bill language.

- 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:

The bill may result in increased annual operating costs associated with implementation and administration of revised rate structures, affordability eligibility review, customer compliance monitoring, and required reporting activities. No equipment or maintenance costs are identified in the Board Bill language.

Funding would be supported through Water Division revenues generated by the revised rates and related service charges; however, the Board Bill does not provide sufficient detail to quantify the amount.

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	\$0	\$0	\$0
Additional Revenue	\$0	\$0	\$0
Net	\$0	\$0	\$0
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	Indeterminate	Indeterminate	Indeterminate
Additional Revenue	Indeterminate	Indeterminate	Indeterminate
Net	Indeterminate	Indeterminate	Indeterminate

- Describe any assumptions used in preparing this fiscal note:

This fiscal note was prepared based on review of the language contained within the Board Bill. It assumes that the revised water rates, service charges, and related administrative requirements would be implemented through existing Water Division operations and applicable water-related special funds. The Board Bill does not provide customer volume assumptions, revenue projections, staffing estimates, or implementation cost estimates; therefore, fiscal impact cannot be quantified from the Board Bill language.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

This fiscal note was prepared based on review of the language contained within the Board Bill.

- Have the financial estimates of this bill been verified by the City Budget Division?
____ Yes X No
 - If yes, by whom? _____ .

Summary
Board Bill Number 28
Introduced by Alderman Matt Devoti
May 29, 2026

An ordinance requiring the installation of water meters on certain service connections in the City of St. Louis, providing mechanisms for enforcement including providing authority to deny or withhold service for noncompliance, and delegating authority to the Water Division to administer, implement, and set technical standards for meter installation. The requirement applies prospectively to new service connections and mandates the installation of meters only on certain existing service connections. The ordinance also includes a severability clause.

BOARD BILL NUMER 28 INTRODUCED BY MATT DEVOTI

1 An ordinance requiring the installation of water meters on certain service connections in the City
2 of St. Louis, providing mechanisms for enforcement, including providing authority to deny or
3 withhold service for noncompliance, and delegating authority to the Water Division to
4 administer, implement, and set technical standards for meter installation. The requirement
5 applies prospectively to new service connections and mandates the installation of meters only on
6 certain existing service connections. The ordinance also includes a severability clause.

7 **WHEREAS**, the City of St. Louis operates and maintains a municipal water system that
8 provides safe and reliable drinking water to residents, businesses, and institutions; and

9 **WHEREAS**, the installation of water meters at the time of new construction, new service
10 connection, or during major rehabilitation or water service line replacement is a cost-effective
11 and administratively efficient point at which to ensure compliance; and

12 **WHEREAS**, metering water usage supports conservation efforts, allows for better monitoring,
13 ensures customers only pay for the water they consume, reduces system loss, and enables the
14 City to better plan for infrastructure investment and maintenance; and

15 **WHEREAS**, accurate measurement of water usage through metering enables equitable billing,
16 efficient system management, and long-term fiscal sustainability of the Water Division; and

17 **WHEREAS**, it is the intent of the City of St. Louis to implement this requirement prospectively
18 in a manner that minimizes disruption to current residents and property owners; and

19 **WHEREAS**, by limiting the requirement to new service connections, major rehabilitation
20 projects, and water service line replacement, the City of St. Louis balances the goals of

modernization and fiscal responsibility with the need to avoid undue burden on existing residents;

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

SECTION ONE. Definitions

For the purposes of this Ordinance, the following terms shall have the meanings set forth below:

A. “Water Service Connection”: The physical connection from any water main maintained by the Water Division to a property, including all associated service lines and attachments through which water is delivered to a premises.

B. “New Service Connection”: Any water service connection established after the effective date of this Ordinance, including connections serving new construction, newly subdivided parcels, or properties not previously connected to the water system.

C. “Water Meter”: A device approved by the Water Division used to measure the volume of water delivered to a property.

D. “Water Division”: The City of St. Louis Water Division or its successor agency responsible for operation of the municipal water system.

E. “Major Rehabilitation Project”: Any rehabilitation project in which (1) the Plumbing Division requires the replacement of a water service line or (2) when a partial water service line replacement is performed utilizing the service line repair fund otherwise established by ordinance.

F. “Plumbing Division”: The Plumbing Section of the City of St. Louis Building Division or its successor agency responsible for issuing plumbing permits.

1 **SECTION TWO.** Requirement for Water Meters on New Service Connections and Major
2 Rehabilitation Projects.

3 A. *Meter Required.* All water furnished by the Water Division through a New Service
4 Connection or Major Rehabilitation Project shall be measured through a Water Meter
5 installed in accordance with the standards of the Water Division.

6 B. *Condition of Service.* No water service shall be initiated, activated, or provided through
7 any New Service Connection or Major Rehabilitation Project unless and until an
8 approved Water Meter has been installed.

9 C. *Separate Meter Requirement.* Each New Service Connection or Major Rehabilitation
10 Project shall be served by a separate Water Meter, unless otherwise authorized by the
11 Water Division pursuant to established rules or regulations.

12 D. *Meter Ownership and Control.* All Water Meters installed pursuant to this Ordinance
13 shall be owned and maintained by the Water Division following installation. The
14 premises owner shall provide access to the Water Division for inspection, maintenance,
15 and replacement of the Water Meter as a condition of the delivery of water to the
16 premises.

17 **SECTION 3.** Applicability.

18 A. *Prospective Application Only.* This Ordinance's requirements shall apply only to New
19 Service Connections and Major Rehabilitation Projects established on or after the
20 effective date of this Ordinance.

21 B. *Existing Service Connections.* Nothing in this Ordinance shall be construed to require the
22 installation, retrofit, or replacement of Water Meters for any service connection existing
23 before the effective date of this Ordinance, unless such installation is otherwise required

by this Ordinance or by separate ordinance, regulation, or a property owner's voluntary request.

SECTION 4. Installation and Standards.

A. Authority of Water Division. The Water Division shall have authority to:

- a. Determine the size, type, and specifications of all Water Meters;
- b. Establish standards for installation, inspection, and maintenance;
- c. Approve the location of all Water Meters, including placement at or near the property line where practicable.

B. Installation Responsibility. The cost of installation for Water Meters associated with New Service Connections or Major Rehabilitation Projects shall be borne by the applicant, developer, or property owner, unless otherwise provided by Water Division policy.

C. Compliance with Development and Building Permit Approvals. No subdivision plat, building permit, or certificate of occupancy shall be approved for any property requiring a New Service Connection unless the requirements of this Ordinance have been satisfied.

SECTION 5. Administration.

The Water Division is authorized to establish rules and regulations necessary to implement and enforce the provisions of this Ordinance, including application procedures, inspection requirements, and technical standards.

SECTION 6. Enforcement.

The Water Division shall deny and withhold water service to any New Service Connection or Major Rehabilitation Project that does not comply with this Ordinance's requirements.

SECTION 7. Severability.

1 The Sections of this Ordinance shall be severable. In the event that any Section of this
2 Ordinance is found by a court of competent jurisdiction to be illegal or unconstitutional, the
3 remaining Sections of this Ordinance are valid, unless the court finds the valid Sections of this
4 Ordinance are so essentially and inseparably connected with, and so dependent upon, the void
5 Section that it cannot be presumed that the Board of Aldermen would have enacted the valid
6 Sections without the void Sections; or unless the court finds the valid Sections, standing alone,
7 are incomplete and incapable of being executed in accordance with the legislative intent.

8 **SECTION 8. Effective Date.**

9 The provisions of this Ordinance shall become effective immediately following the Ordinance's
10 effective date.

Summary**Board Bill Number 21****Sponsored by Alderwoman Jami Cox Antwi****May 8, 2026**

This Board Bill amends Ordinance 66935 and authorizes the execution of a Second Amendment Lease Agreement between The City of St. Louis, Missouri (the “City”) and Material Sales Company (“Lessee”) for certain land and mooring between the MacArthur Bridge and the Poplar Street Bridge under certain terms and conditions for a period of (5) years, at a rate of \$17,812.72 for the first year and increasing by three (3) percent each year thereafter.

BOARD BILL NUMBER 21 INTRODUCED BY ALDERWOMAN JAMI COX ANTWI

1 An Ordinance amending Ordinance No. 66935, which ordinance relates to an original Lease
2 Agreement dated January 1, 2006, between The City of St. Louis, Missouri (the “City”) and
3 Material Sales Company (“Lessee”), and authorizing the execution of a Second Amendment to
4 Lease Agreement between the City and Lessee for certain land and mooring between the
5 MacArthur Bridge and the Poplar Street Bridge under certain terms and conditions as set forth in
6 the Second Amendment, attached hereto as **Exhibit A**, and containing a severability clause.

7 **WHEREAS**, the City, by Ordinance No. 66935, did lease to Lessee beginning on January
8 1, 2006 for certain land and mooring at or near the north side of MacArthur Bridge and a point
9 Three Hundred feet (300’) south of the Poplar Street Bridge; and

10 **WHEREAS**, the City, by Ordinance No. 71384, did authorize an extension of the Lease
11 until December 31, 2025; and

12 **WHEREAS**, the City and Lessee desire to enter into a Second Amendment to Lease
13 Agreement for the final five (5) year mutual option under certain terms and conditions with a base
14 rent of \$17,812.72 for 2026 subject to a 3% annual adjustment as set forth in **Exhibit A** hereto.

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

16 **SECTION ONE.** Ordinance No. 66935 is hereby amended to provide for a Second
17 Amendment to Lease Agreement with Lessee for certain land and mooring at or near the north
18 side of MacArthur Bridge and a point Three Hundred feet (300’) south of the Poplar Street Bridge
19 for a period of five (5) years at a rate of 17,812.72 for 2026 subject to a 3% annual adjustment as
20 set forth in **Exhibit A** hereto.

1 **SECTION TWO.** The Board of Aldermen hereby approves, and the Mayor and
2 Comptroller are hereby authorized to execute, on behalf of the City, said Second Amendment to
3 Lease Agreement.

4 **SECTION THREE.** The Mayor and Comptroller or their designated representatives are
5 hereby authorized to take any and all actions, and to execute and deliver for and on behalf of the
6 City any and all additional certificates, documents, agreements or other instruments, as may be
7 necessary and appropriate in order to carry out the matters herein authorized, with no such further
8 action of the Board of Aldermen necessary to authorize such action by the Mayor and Comptroller
9 or their designated representatives.

10 **SECTION FOUR.** The Mayor and Comptroller or their designated representatives, with
11 the advice and concurrence of the City Counselor and the Port Commission, are hereby further
12 authorized to make any changes to the documents, agreements and instruments approved and
13 authorized by this Ordinance as may be consistent with the intent of this Ordinance and necessary
14 and appropriate in order to carry out the matters herein authorized, with no such further action of
15 the Board of Aldermen necessary to authorize such changes.

16 **SECTION FIVE.** It is hereby declared to be the intention of the Board of Aldermen that
17 each and every part, section and subsection of this Ordinance shall be separate and severable from
18 each and every other part, section and subsection hereof and that the Board of Aldermen intends
19 to adopt each said part, section and subsection separately and independently of any other part,
20 section and subsection. In the event that any part, section or subsection of this Ordinance shall be
21 determined to be or to have been unlawful or unconstitutional, the remaining parts, sections and
22 subsections shall be and remain in full force and effect, unless the court making such finding shall

1 determine that the valid portions standing alone are incomplete and are incapable of being executed
2 in accord with the legislative intent.

3 **SECTION SIX.** After adoption of this Ordinance by the Board of Aldermen, this
4 Ordinance shall become effective on the 30th day after its approval by the Mayor or adoption over
5 her veto.

FISCAL NOTE

BOARD BILL NUMBER 21

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderwoman Jami Cox Antwi

Bill Synopsis:	<i>An ordinance amending Ordinance No. 66935 to authorize the execution of a Second Amendment to a Lease Agreement between the City of St. Louis and Material Sales Company for certain land and mooring for a five-year period, with an initial annual rent of \$17,812.72 in 2026 subject to a 3% annual increase.</i>
Type of Impact:	<i>Positive (Revenue-Generating Lease Agreement)</i>
Agencies Affected:	<i>Port Authority / Port Commission; Comptroller's Office; Mayor's Office.</i>

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? ___Yes ___XNo
- An undertaking of a new service for which no funding is provided in the current adopted city budget? ___Yes ___XNo
- 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 ___XNo
- An execution or initiation of an activity as a result of federal or state mandates or requirements? ___Yes ___XNo

- 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? ☒ Yes ☐ No
 - If yes, explain the impact and the estimated cost:

This bill generates revenue to the City through lease payments from Material Sales Company. The lease provides an initial annual payment of \$17,812.72 in 2026 with a 3% annual escalation over the five-year term.

- 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:

The Board Bill does not identify any additional operating, equipment, or maintenance costs to the City associated with the lease amendment. The agreement results in annual lease revenue to the City beginning at \$17,812.72 in Year 1 (2026), with a 3% annual increase over the five-year term. No specific fund designation is identified in the Board Bill language; revenue is assumed to be deposited in accordance with existing City financial practices.

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	\$0	\$0	\$0
Additional Revenue	\$17,812.72	\$18,347.10	\$18,897.51
Net	\$17,812.72	\$18,347.10	\$18,897.51
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	\$0	\$0	\$0
Additional Revenue	\$0	\$0	\$0
Net	\$0	\$0	\$0

- Describe any assumptions used in preparing this fiscal note:

This fiscal note was prepared based on review of the language contained within the Board Bill. The lease terms specify a base rent with a defined annual escalation; no additional costs, staffing requirements, or administrative impacts are detailed in the Board Bill language.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

*Board Bill – PIN 36 (Material Sales) Lease Amendment
Summary and supporting documentation submitted with the Board Bill*

- Have the financial estimates of this bill been verified by the City Budget Division?

☐ Yes ☒ No

 - If yes, by whom? _____ .

Summary

Board Bill Number 19

Introduced by Alderwoman Jami Cox Antwi

May 8, 2026

An ordinance amending Ordinance 70767 to extend the sunset date of the Minority and Women-Owned Business Enterprise Program for the City of St. Louis to December 31, 2026.

BOARD BILL NUMBER 19 INTRODUCED BY ALDERWOMAN JAMI COX ANTWI

COSPONSORS:

ALDERWOMAN ALISHA SONNIER/ALDERWOAN SHAMEEM CLARK-HUBBARD

An ordinance amending Ordinance 70767 to extend the sunset date of the Minority and Women-

Owned Business Enterprise Program for the City of St. Louis to December 31, 2026.

WHEREAS, the City of St. Louis passed Ordinance 70767 which codified the City's M/WBE Program effective June 4, 2018 and included certain programmatic changes recommended in the 2015 Disparity Study; and

WHEREAS, Ordinance 70767 was amended in part by Ordinance 71094, effective April 7, 2020; and

WHEREAS, the City of St. Louis remains committed to using its spending powers in a manner that eliminates the disparities documented in the 2024 Disparity Study; and

WHEREAS, the City of St. Louis and the Board of Alderman remain committed to ensuring that all St. Louis citizens participate in its economic growth and development and that no citizen be denied an opportunity to participate in the procurement of goods and services due to race, sex, or gender discrimination;

WHEREAS, the City of St. Louis and the Board of Aldermen remain committed to completing the necessary actions to achieve that goal and have determined that extending the sunset date is a necessary step in that effort; and

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

SECTION ONE. The Board of Aldermen finds that the Contract Disparity Study conducted by Keen Independent Research (“Keen”) to determine whether Minority and Women-Owned Business Enterprises (“M/WBE”s) are utilized on City of St. Louis and tax-incentivized prime contracts and subcontracts relative to such firms’ availability within the St. Louis Metropolitan Statistical Area was completed and presented to the City in February 2024. The Board further

1 finds that the Contract Disparity Study revealed statistically significant disparities for African
2 American, Asian American, Hispanic American, and Native American-Owned Business
3 Enterprise construction firms; African American, Asian American, Hispanic American, Native
4 American, and Women Owned Business Enterprise professional services firms; African American,
5 Asian American, Hispanic American, Native American, and Women Owned Business Enterprises
6 other services firms; and Asian American, Hispanic American, Native American, and Women
7 Owned Business Enterprises providing goods. Therefore, the Board finds that the Contract
8 Disparity Study supports continuance of an M/WBE program to remedy such disparities. The
9 Board further finds that Keen made recommendations for legislative changes to the M/WBE
10 Program that was established in Ordinance 70767. The purpose of this ordinance is to extend the
11 Sunset Date of the M/WBE Program established by Ordinance 70767 to allow time to complete
12 legislation to implement Keen's recommendations or otherwise modify or update the M/WBE
13 Program.

14 **SECTION TWO.** Ordinance 70767 is amended by deleting Section 7 and inserting a new Section
15 7 which shall be and read as follows:

16 **SECTION 7. BUSINESS ADVISORY COUNCIL (BAC) AND THE SMALL BUSINESS**
17 **PROGRAM.**

18 i. **Business Advisory Council.** A Business Advisory Council (BAC) shall be established
19 and appointed by the Mayor and approved by the Board of Alderman to serve as an advocate for
20 M/WBEs to increase access to the procurement process. The BAC shall have five (5) but not more
21 than nine (9) members, each appointed by the Mayor and approved by the Board of Aldermen for
22 staggered terms, with the Chairman designated and appointed by the Mayor. A member may serve

1 more than one term. The BAC members shall be approved by resolution of the St. Louis Board of
2 Aldermen. The BAC shall advise and make M/WBE Program recommendations in the following
3 areas:

- 4 a. Increasing access to contracting opportunities for M/WBEs;
- 5 b. Reviewing and advancing initiatives that impact M/WBE participation, and;
- 6 c. Enhancing the notification process regarding prospective contract opportunities.

7 Rules and guidelines for the BAC shall be consistent with applicable laws for the conduct
8 of its business. The BAC membership and guidelines shall be published on the Minority Business
9 Development and Compliance Office's webpage.

10 Members shall serve for staggered terms of three (3) years. Initially up to four (4) members
11 shall be appointed for a term of three (3) years, up to three (3) members shall be appointed for a
12 term of two (2) years and up to two (2) members shall be appointed for a term of one (1) year.
13 Vacancies shall be filled by appointment of the Mayor for the remainder of the vacant term. Each
14 member shall serve without compensation.

15 The Mayor shall designate and appoint a Chairman and the committee shall elect a
16 Secretary who shall each serve for three (3) years.

17 One (1) month prior to the end of the Chairman's and the Secretary's terms, successors shall
18 be replaced pursuant to paragraph 4 above. The committee shall adopt rules consistent with
19 applicable laws for the conduct of its business.

20 The committee shall meet quarterly to review compliance with this Ordinance. In addition,
21 the committee shall at a minimum meet twice annually in open public session to receive general
22 testimony from the public. All minutes and records of the committee shall be open to the public.

1 The committee shall monitor the effectiveness of the City's program described in this Ordinance
2 and make such recommendations to SLDC as it sees fit. The actions, decisions and
3 recommendations of the Committee are to further the policies and goals of this Ordinance and shall
4 not be final or binding on the City but shall be advisory only.

5 ii. **Annual Funding for M/WBE Program.** Subject to annual appropriation, the City's
6 governing body agrees, and the Comptroller and Budget Director are hereby directed, to include
7 annually in the City budget, to provide city revenues at a minimum sufficient to support the Data
8 Analyst position and the centralized tracking and monitoring system in support of the M/WBE
9 Program.

10 iii. **Sunset Provision.** The City will require a periodic update of the disparity study to
11 evaluate the effectiveness of the M/WBE Program. The M/WBE Program will sunset on December
12 31, 2026 unless the M/WBE Program is amended or repealed by ordinance before that date. The
13 City will perform a disparity study within three years prior of the sunset date.

Summary
Board Bill Number 12
Introduced by Alderman Rasheen Aldridge Jr.
May 1, 2026

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.

**BOARD BILL NUMBER 12 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE
COSPONSORS: PRESIDENT GREEN/ALDERMAN MATT DEVOTI/ALDERWOMAN
DANIELA VELAZQUEZ/ALDERWOMAN ALISHA SONNIER/ALDERMAN
MICHAEL BROWNING**

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.

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	210	G	3
Account Technician		1142	203	G	3
Accountant I		1442	210	G	2
Accountant II		1444	212	G	1
Accounting Manager		1446	217	M	1

1	Accounting Officer	1447	214	M	1
2	Accounting Supervisor	1443	213	M	1
3	Administrative Assistant I	1621	205	G	3
4	Administrative Assistant II	1622	208	G	3
5	Administrative Assistant III	1623	211	M	1
6	Administrative Assistant to the Mayor	1721	208	G	1
7	Air Pollution Inspector	3922	205	G	3
8	Airfield Maintenance Foreman	3322	208	G	3
9	Airfield Maintenance Supervisor	1638	210	M	2
10	Airfield Maintenance Worker	3324	205	G	3
11	Airfield Maintenance Worker (Lead)	3327	207	G	3
12	Airfield Operations Specialist	1631	208	G	3
13	Airfield Operations Specialist (Lead)	1635	210	G	3
14	Airfield Painter/Maintenance Worker	3247	206	T	3
15	Airfield Painter/Maintenance Worker (Lead)	3248	208	T	3
16	Airport Assistant Director Air Service and				
17	Business Development	1688	222	M	1
18	Airport Assistant Director Airside Operations	1634	222	M	1
19	Airport Assistant Director Community Programs	1655	222	M	1
20	Airport Assistant Director Finance and Accounting	1651	222	M	1
21	Airport Assistant Director Landside Operations	1633	222	M	1
22	Airport Assistant Director Planning and Engineering	1653	222	M	1
23	Airport Building Maintenance Supervisor	1684	208	M	2

1	Airport Deputy Director Finance and Administration	1686	226	M	1
2	Airport Deputy Director Operations	1639	226	M	1
3	Airport Deputy Director Planning and Development	1652	226	M	1
4	Airport Emergency Preparedness Coordinator	1630	208	G	3
5	Airport Fleet Maintenance Manager	3273	216	M	1
6	Airport Operations Supervisor	1636	215	M	2
7	Airport Planning Manager	1656	219	M	1
8	Airport Police Captain	2145	214	M	1
9	Airport Police Chief	2147	220	M	1
10	Airport Police Lieutenant	2144	212	G	2
11	Airport Police Officer	2141	207	G	3
12	Airport Police Sergeant	2143	209	G	3
13	Airport Power Plant Manager	1687	215	M	1
14	Airport Properties Division Manager	1654	219	M	1
15	Airport Properties Inspector	4222	208	G	3
16	Airport Properties Specialist	1681	211	G	3
17	Airport Properties Supervisor	1682	213	G	3
18	Airport Risk Manager	1683	212	G	3
19	Airport Traffic Officer	2172	205	G	3
20	Animal Caregiver	2115	201	G	3
21	Animal Care and Control Officer	2113	204	G	3
22	Animal Regulation Center Supervisor	2116	208	G	3
23	Arborist	3654	210	G	1

1	Architect	4433	212	G	1
2	Architectural Manager	4434	217	M	1
3	Assessor	1439	225	M	1
4	Asset Manager	1486	222	M	1
5	Assistant Fire Chief	2235	81	F	1
6	Assistant Mechanical Maintenance Worker	3412	203	G	3
7	Attorney I	2361	215	G	1
8	Attorney II	2362	217	G	1
9	Attorney III	2363	219	G	1
10	Attorney IV	2367	225	G	1
11	Attorney Manager	2364	226	M	1
12	Audit Coordinator	1474	211	G	1
13	Audit Manager	1475	216	M	1
14	Audit Supervisor	1473	213	M	1
15	Auditor	1472	210	G	2
16	Battalion Fire Chief	2227	77	F	2
17	Benefits Specialist	1545	207	G	3
18	Benefits Technician	1541	206	G	3
19	Billing Supervisor	1192	212	G	3
20	Blacksmith	3231	210	T	3
21	Budget Analyst	1461	214	G	3
22	Budget Analyst II	1462	215	G	3
23	Budget Director	1468	226	M	1

1	Budget Manager	1466	217	M	1
2	Building Inspection Manager I	3856	214	M	1
3	Building Inspection Manager II	3857	216	M	1
4	Building Inspection Supervisor	3855	213	G	3
5	Building Inspector I	3851	209	T	3
6	Building Inspector II	3852	210	T	3
7	Building Maintenance and Operations Supervisor	3753	211	G	3
8	Building Maintenance Worker	3411	203	G	3
9	Buyer	1223	210	G	3
10	CAD Technician	4422	203	G	3
11	Capital Improvement Project Liaison	4344	210	G	3
12	Carpenter	3211	209	T	3
13	Carpenter (Lead)	3212	211	T	3
14	Carpenter Foreman	3213	213	T	3
15	Chemist	3552	211	G	2
16	Chemistry Supervisor	3553	214	G	1
17	Chief Medical Officer	5687	225	M	1
18	Chief of Staff	1737	230	M	1
19	Chief Paramedic	5721	219	M	1
20	Chief Plan Examiner	4233	218	M	1
21	City Counselor	2368	230	M	1
22	City Court Administrator	1676	220	M	1
23	City Court Judge	2369	222	G	1

1	City Planning Executive	4143	224	M	1
2	City Register	1661	212	M	1
3	City Surveyor	4293	213	G	3
4	Civil Engineer I	4241	213	G	2
5	Civil Engineer II	4242	215	G	1
6	Civil Engineer III	4243	217	G	1
7	Civil Engineer III/Computer Network Coordinator	4244	217	G	1
8	Civil Engineer Supervisor	4245	218	M	1
9	Clerical Supervisor	1115	207	G	3
10	Client Service Coordinator I	6147	205	G	3
11	Client Service Coordinator II	6148	208	G	3
12	Commissioner of Buildings	3858	226	M	1
13	Commissioner of Civilian Oversight	2179	219	M	1
14	Commissioner of Communications	1811	220	M	1
15	Commissioner of Community Mediation	2389	219	M	1
16	Commissioner of Corrections	2373	226	M	1
17	Commissioner of Emergency Management	2181	220	M	1
18	Commissioner of Equipment Services	3277	224	M	1
19	Commissioner of Excise	2193	220	M	1
20	Commissioner of Facilities Management	3755	224	M	1
21	Commissioner of Forestry	3644	224	M	1
22	Commissioner of Health	5688	229	M	1
23	Commissioner of Parks	3645	224	M	1

1	Commissioner of Recreation		7137	224	M	1
2	Commissioner of Refuse		3135	224	M	1
3	Commissioner of Streets		4248	224	M	1
4	Commissioner of Supply	1229	221	M	1	
5	Commissioner of Towing	3349	220	M	1	
6	Commissioner of Traffic		4283	224	M	1
7	Commissioner of Violence Prevention		2153	226	M	1
8	Commissioner of Water		4329	226	M	1
9	Commissioner on the Disabled		6163	220	M	1
10	Communications Center Coordinator		2161	212	G	3
11	Communications Equipment Installer		1869	204	T	3
12	Communications Service Center Manager		1865	220	M	1
13	Communications Service Center Specialist I		1861	209	G	3
14	Communications Service Center Specialist II		1862	211	G	3
15	Communications Service Center Supervisor		1864	215	M	1
16	Community Development Planner I		4121	211	G	3
17	Community Development Planner II		4122	212	G	3
18	Community Development Planner III		4126	213	G	1
19	Community Development Research Analyst		4184	213	G	3
20	Community Development Specialist		4124	210	G	3
21	Community Development Supervisor		4127	215	M	1
22	Community Health Worker		5624	203	G	3
23	Community Program Aide		6171	203	G	3

1	Comptroller	1489	2	E	1
2	Concrete Finisher	3283	207	T	3
3	Construction and Maintenance Manager	3759	219	M	1
4	Construction Equipment Foreman I	3334	212	T	3
5	Construction Equipment Foreman II	3335	213	T	3
6	Construction Equipment Operator I	3332	209	T	3
7	Construction Equipment Operator II	3333	210	T	3
8	Construction Project Leader	4346	215	G	3
9	Contract Compliance Officer	1662	211	G	2
10	Contract Specialist	1663	208	G	3
11	Contract Supervisor	1664	213	G	3
12	Contract Supervisor for the Comptroller	1665	215	M	1
13	Correctional Case Worker	2337	204	G	3
14	Correctional Chief of Security	2338	212	M	1
15	Correctional Classification Assistant	2333	203	G	3
16	Correctional Investigator	2339	203	G	3
17	Correctional Officer I	2331	205	G	3
18	Correctional Officer II	2332	206	G	3
19	Correctional Program Manager	2374	213	M	1
20	Correctional Shift Supervisor	2335	208	G	3
21	Correctional Training Coordinator	2381	208	G	2
22	Correctional Training Officer	2384	207	G	3
23	Correctional Unit Manager	2375	212	M	1

1	Court Room Clerk	1118	202	G	3
2	Court Room Clerk Coordinator	1119	203	G	3
3	Cultural Resources Director	1674	219	M	1
4	Custodian	3711	202	G	3
5	Custodian (Lead)	3712	203	G	3
6	Customer Service Manager	1189	215	M	1
7	Customer Service Representative I	1116	203	G	3
8	Customer Service Representative II	1117	204	G	3
9	Customer Service Supervisor	1185	206	M	2
10	Data Entry Supervisor	1315	206	G	3
11	Data Processing Manager	1365	221	M	1
12	Deputy Airport Police Chief	2146	217	M	1
13	Deputy Assessor	1435	221	M	1
14	Deputy Budget Director	1467	220	M	1
15	Deputy Chief Paramedic	5724	216	M	1
16	Deputy City Counselor	2366	228	M	1
17	Deputy City Engineer	4316	228	M	1
18	Deputy Commissioner of Buildings	3859	224	M	1
19	Deputy Commissioner of Corrections	2376	224	M	1
20	Deputy Commissioner of Equipment Services	3275	219	M	1
21	Deputy Commissioner of Refuse	3134	219	M	1
22	Deputy Commissioner of Supply	1228	218	M	1
23	Deputy Comptroller	1488	228	M	1

1	Deputy Director of Civil Rights Enforcement Agency	6138	215	M	1
2	Deputy Director of Employment and Training	6228	221	M	1
3	Deputy Director of Human Services	6168	225	M	1
4	Deputy Director of Personnel	1528	226	M	1
5	Deputy Director of Planning and Urban Design	4188	224	M	1
6	Deputy Director of Public Safety	2152	227	M	1
7	Deputy Fire Chief	2231	78	F	1
8	Desktop Support Specialist	1328	206	G	3
9	Detention Center Superintendent	2371	221	M	1
10	Digital/Printing Press Operator	2412	201	T	3
11	Director of Airports	1658	230	M	1
12	Director of Civil Rights Enforcement Agency	6139	219	M	1
13	Director of Community Development	4144	228	M	1
14	Director of Employment and Training	6229	225	M	1
15	Director of Health and Hospitals	5589	229	M	1
16	Director of Human Services	6169	226	M	1
17	Director of Information Technology	1367	229	M	1
18	Director of Parks, Recreation and Forestry	3649	228	M	1
19	Director of Personnel	1529	228	M	1
20	Director of Planning and Urban Design	4186	227	M	1
21	Director of Public Safety	2151	228	M	1
22	Director of Public Utilities	4349	229	M	1
23	Director of Streets	4249	229	M	1

1	Disabled Services Representative	6173	203	G	3
2	Document Specialist	5643	202	G	3
3	Electrical Engineer	4261	215	G	1
4	Electrical Engineer (Senior)	4262	217	G	1
5	Electrical Inspection Supervisor	3815	214	G	3
6	Electrical Inspector I	3811	210	T	3
7	Electrical Inspector II	3812	211	T	3
8	Electrical Supervisor	3226	214	M	2
9	Electrician	3223	212	T	3
10	Electrician (Lead)	3224	213	T	3
11	Electrician Foreman	3225	215	T	3
12	Electronic Control Systems Technician	3442	208	T	3
13	Electronic Instrument Technician	3443	208	T	3
14	Electronic Technician Supervisor	3444	213	T	3
15	Emergency Management Specialist	2183	210	G	1
16	Emergency Management System Technician	2182	207	T	3
17	Employment and Training Representative	6211	203	G	3
18	Employment and Training Specialist I	6213	205	G	3
19	Employment and Training Specialist II	6214	209	G	3
20	Employment and Training Specialist III	6215	212	G	3
21	Employment and Training Specialist IV	6218	218	G	1
22	EMS Communications Supervisor	5723	212	M	2
23	EMS Dispatcher	5731	206	G	3

1	EMS Inventory Supervisor	5722	205	G	3
2	EMS Lead Dispatcher	5732	208	G	3
3	EMS Training Specialist	5719	210	G	3
4	EMT (Emergency Medical Technician)	5714	206	G	4
5	Engineering Manager I	4312	220	M	1
6	Engineering Manager II	4313	221	M	1
7	Engineering Technician	4225	208	G	3
8	Engineering Technician Supervisor	4226	211	M	2
9	Environmental Court Coordinator	3881	210	M	1
10	Environmental Engineer	4254	212	G	1
11	Environmental Health Officer	5622	207	G	3
12	Environmental Health Supervisor	5638	208	G	2
13	Environmental Regulatory Compliance and Safety				
14	Manager	1659	222	M	1
15	Epidemiologist	5642	213	G	1
16	Estimator	4223	205	G	3
17	Executive Assistant I	1628	213	G	1
18	Executive Assistant II	1629	216	M	1
19	Executive Assistant to the Mayor	1725	225	M	1
20	Executive Director for Development	1728	229	M	1
21	Executive Director for Operations	1736	229	M	1
22	Executive Director of the Affordable Housing				
23	Commission	1722	222	M	1

1	Executive Director of the Criminal Justice				
2	Coordinating Council	2388	216	M	1
3	Executive Secretary to the Comptroller	1136	210	G	2
4	Executive Secretary to the Mayor	1727	226	M	1
5	Facilities Maintenance Worker	3419	205	T	3
6	Financial Analyst	1482	212	G	1
7	Financial Supervisor/Information Systems Coordinator	1484	213	M	1
8	Financial/IT Business Analyst	1483	213	G	1
9	Fire Alarm Manager	2216	74	F	1
10	Fire Captain	2226	72	F	3
11	Fire Commissioner	2239	83	F	1
12	Fire Equipment Dispatcher	2212	69	F	3
13	Fire Private	2222	69	F	3
14	First Assistant Comptroller	1487	225	M	1
15	Fiscal Manager	1448	219	M	1
16	Fiscal Officer I	1492	213	G	1
17	Fiscal Officer II	1493	216	G	1
18	Fiscal Operations Support Manager	1491	222	M	1
19	Fleet Body Repair Specialist	3288	205	T	3
20	Fleet Maintenance Foreman I	3266	211	T	3
21	Fleet Maintenance Foreman II	3267	212	T	3
22	Fleet Maintenance Manager	3274	216	M	1
23	Fleet Maintenance Parts Specialist	3287	204	T	3

1	Fleet Maintenance Parts Supervisor	3284	207	T	3
2	Fleet Maintenance Technician I	3261	206	T	3
3	Fleet Maintenance Technician II	3262	208	T	3
4	Fleet Maintenance Technician III	3263	209	T	3
5	Fleet Maintenance Technician IV	3265	210	T	3
6	Food Establishment Inspector	5631	205	G	3
7	Forestry Foreman	3641	207	G	3
8	Forestry Supervisor	3622	211	G	3
9	Gardener	3632	205	G	3
10	Gardener Supervisor	3633	206	G	3
11	GIS Specialist I/Graphic Designer	4111	209	G	3
12	GIS Specialist II/Graphic Designer	4112	211	G	3
13	GIS/Graphic Design Manager	4113	213	M	1
14	GIS Systems Manager	1361	218	M	1
15	Government Services Administrator	1627	218	M	1
16	Government Services Analyst	1625	214	G	1
17	Grants Administrator	1453	210	G	1
18	Grants Manager	1455	216	M	1
19	Graphic Arts Technician	4187	210	T	3
20	Graphic Designer	4182	208	G	3
21	Health Care Compliance Specialist	5515	208	G	3
22	Health Education Planner	5696	208	G	3
23	Health Marketing Administrator	5685	214	G	1

1	Health Planning Executive	5571	217	M	1
2	Health Services Manager I	5681	217	M	1
3	Health Services Manager II	5682	219	M	1
4	Heavy Equipment Operator I	3325	208	G	3
5	Heavy Equipment Operator II	3326	209	G	3
6	Historic Preservation Planner I	4192	206	G	3
7	Historic Preservation Planner II	4193	208	G	3
8	Housekeeping Manager	3719	208	M	2
9	Housekeeping Supervisor I	3715	204	G	3
10	Housekeeping Supervisor II	3716	206	G	3
11	Housing Development Analyst	4125	209	G	3
12	Housing Development Analyst (Senior)	4128	211	G	3
13	HRIS Analyst	1512	213	G	1
14	HRIS and Records Management Manager	1525	222	M	1
15	Human Relations Specialist	6131	208	G	3
16	Human Resources Analyst Classification and				
17	Compensation	1511	211	G	3
18	Human Resources Analyst (Senior) Classification and				
19	Compensation	1513	213	G	3
20	Human Resources Generalist	1518	210	G	3
21	Human Resources Generalist (Senior)	1519	211	G	3
22	Human Resources Manager	1523	221	M	1
23	Human Resources Manager Classification and				

1	Compensation	1526	222	M	1
2	Human Resources Manager (Senior)	1524	222	M	1
3	Human Resources Specialist	1514	210	G	3
4	Human Resources Specialist (Senior)	1515	212	G	3
5	Human Resources Supervisor	1516	215	G	1
6	HVAC Foreman	3418	212	T	3
7	HVAC Mechanic	3417	210	T	3
8	Information Security Administrator	1369	217	G	1
9	Information Systems Administrator	1362	225	M	1
10	Information Systems Coordinator	1322	206	G	3
11	Information Systems Support Manager	1363	222	M	1
12	Internet Services Manager	1368	219	M	1
13	Inventory Control Technician	1212	202	G	3
14	Inventory Coordinator	1215	203	G	3
15	Inventory Supervisor	1213	204	G	3
16	IT Operations Specialist I	1323	204	G	3
17	IT Operations Specialist II	1324	205	G	3
18	IT Operations Supervisor	1327	208	G	3
19	Labor Foreman I	3121	206	G	3
20	Labor Foreman II	3125	208	G	3
21	Labor Supervisor	3128	210	M	2
22	Laboratory Director	3555	218	M	1
23	Laboratory Supervisor	5463	215	M	1

1	Laboratory Technician	3554	206	G	3
2	Laborer	3111	202	G	3
3	Landscape Supervisor	3634	208	G	3
4	Lead Abatement Inspector	5626	205	G	3
5	Lead Abatement Worker	5625	203	G	3
6	Lead Abatement Worker (Lead)	5627	204	G	3
7	Legal Assistant	1151	203	G	3
8	Legal Investigator I	2351	206	G	3
9	Legal Investigator II	2352	209	G	3
10	Licensed Practical Nurse	5181	207	G	3
11	Lifeguard	7111	201	G	3
12	Lifeguard Supervisor	7112	202	G	3
13	Liquor Control Officer	2191	203	G	3
14	Liquor Control Supervisor	2192	208	G	3
15	Locksmith	3416	206	T	3
16	Machine Shop Foreman	3238	209	T	3
17	Machinist	3233	207	T	3
18	Mail Services Associate	1181	201	G	3
19	Mail Services Supervisor	1186	208	G	3
20	Mayor	1739	3	E	1
21	Mechanical Engineer	4271	212	G	1
22	Mechanical Engineer (Senior)	4272	214	G	1
23	Mechanical Equipment Inspection Supervisor	3845	212	M	1

1	Mechanical Inspector I	3841	207	T	3
2	Mechanical Inspector II	3843	210	T	3
3	Mechanical Maintenance Foreman	3415	209	T	3
4	Mechanical Maintenance Worker	3413	207	T	3
5	Medical Service Coordinator	6149	210	G	3
6	Medical Technologist	5461	208	G	3
7	Medical Technologist (Lead)	5462	210	G	3
8	Municipal Parking Garage Manager	3133	211	M	1
9	Neighborhood Development Executive	3872	216	M	1
10	Neighborhood Improvement Specialist	3871	208	G	3
11	Neighborhood Improvement Supervisor	3873	210	G	3
12	Network Systems Manager	1364	222	M	1
13	Nurse Practitioner	5131	214	G	1
14	Nutrition Program Coordinator	5664	208	G	2
15	Office Assistant I	1122	201	G	3
16	Office Assistant II	1111	202	G	3
17	Office Assistant III	1132	203	G	3
18	Painter	3242	209	T	3
19	Painter (Lead)	3243	211	T	3
20	Painter Foreman	3245	213	T	3
21	Paralegal	2365	209	G	3
22	Paralegal Supervisor	2385	211	G	3
23	Paramedic	5717	209	G	4

1	Paramedic Crew Chief	5718	211	G	4
2	Paramedic Supervisor	5716	213	G	4
3	Park Facilities Maintenance Superintendent	3617	216	M	1
4	Park Maintenance Manager	3618	213	M	1
5	Park Ranger	2132	206	G	3
6	Park Ranger Supervisor	2133	208	G	3
7	Park Supervisor I	3612	210	G	3
8	Park Supervisor II	3613	211	G	3
9	Parking Garage Attendant	3114	202	G	3
10	Parking Garage Attendant (Lead)	3115	203	G	3
11	Parkkeeper	3611	204	G	3
12	Parole and Probation Officer	2321	205	G	3
13	Parole and Probation Supervisor	2324	210	M	1
14	Payroll Coordinator	1174	210	G	3
15	Payroll Manager	1449	216	M	1
16	Payroll Specialist	1172	208	G	3
17	Payroll Supervisor	1173	212	G	3
18	Permit Supervisor	1673	211	M	1
19	Personal Property Appraisal Manager	1415	215	M	1
20	Personal Property Appraisal Supervisor	1413	210	M	2
21	Personal Property Appraiser I	1411	207	G	3
22	Personal Property Appraiser II	1412	208	G	3
23	Pest Control Worker	5699	203	G	3

1	Physician	5553	220	G	1
2	Pipefitter	3254	210	T	3
3	Plan Examiner	4232	212	G	2
4	Plant Maintenance Engineer	4347	214	G	1
5	Plumber	3251	211	T	3
6	Plumber Foreman	3253	214	T	3
7	Plumbing Inspection Supervisor	3824	215	M	1
8	Plumbing Inspector I	3821	209	T	3
9	Plumbing Inspector II	3822	212	T	3
10	President, Board of Aldermen	1748	1	E	1
11	President, Board of Public Service	4348	229	M	1
12	Printing and Duplicating Graphics Manager	2413	210	M	1
13	Printing Supervisor	2414	205	G	3
14	Probationary Fire Equipment Dispatcher	2211	69	F	3
15	Probationary Fire Private	2221	69	F	3
16	Process Control Specialist	4265	210	G	2
17	Procurement Specialist	1225	208	G	3
18	Procurement/Purchasing Manager I	1226	214	M	1
19	Procurement/Purchasing Manager II	1227	216	M	1
20	Program Coordinator	1698	208	G	3
21	Program Manager I	1693	213	M	1
22	Program Manager II	1694	214	M	1
23	Program Specialist I	1696	203	G	3

1	Program Specialist II	1691	204	G	3
2	Program Supervisor	1692	205	G	3
3	Program Worker	7312	201	G	3
4	Public Health Education Coordinator	5648	211	G	2
5	Public Health Educator	5695	211	G	3
6	Public Health Intake Supervisor	5646	211	G	2
7	Public Health Intake Worker	5647	203	G	3
8	Public Health Nurse I	5651	208	G	3
9	Public Health Nurse II	5653	211	G	3
10	Public Health Nurse III	5654	214	G	2
11	Public Health Nursing Supervisor	5655	216	M	1
12	Public Health Program Representative	5693	205	G	3
13	Public Health Program Specialist	5691	209	G	3
14	Public Health Program Supervisor	5694	211	G	2
15	Public Information Manager	1617	220	M	1
16	Public Information Officer I	1614	208	G	2
17	Public Information Officer II	1615	212	G	1
18	Public Information Officer Supervisor	1616	214	M	1
19	Public Information Officer to the Comptroller	1618	211	G	1
20	Public Information Officer to the Mayor	1613	215	G	1
21	Public Nuisance Inspector	3861	202	G	3
22	Public Safety Dispatcher I	2175	205	G	3
23	Public Safety Dispatcher II	2176	206	G	3

1	Public Safety Dispatcher III	2177	207	G	3
2	Public Safety Specialist	2136	210	G	1
3	Real Estate Records Manager	1426	208	M	1
4	Real Estate Records Technician	1668	203	G	3
5	Real Estate Specialist	1667	206	G	3
6	Real Property Appraisal Manager	1429	216	M	1
7	Real Property Appraisal Supervisor I	1428	212	M	1
8	Real Property Appraisal Supervisor II	1427	214	M	1
9	Real Property Appraiser I	1421	206	G	3
10	Real Property Appraiser II	1422	209	G	3
11	Receptionist to the Mayor	1162	201	G	3
12	Records Retention Supervisor	1187	208	G	3
13	Recreation Area Manager	7118	213	M	1
14	Recreation Assistant	7116	201	G	3
15	Recreation Leader	7117	202	G	3
16	Recreation Supervisor I	7114	207	G	3
17	Recreation Supervisor II	7115	209	M	2
18	Refuse Route and Safety Coordinator	3931	204	G	3
19	Refuse Superintendent	3131	218	M	1
20	Registered Nurse I	5121	208	G	3
21	Registered Nurse II	5122	211	G	3
22	Research Analyst to the Mayor	1729	215	G	1
23	Safety Officer I	1531	206	G	3

1	Safety Officer II	1532	208	G	3
2	Safety Officer III	1533	210	G	3
3	School Crossing Guard	2174	204	G	3
4	Second Assistant Comptroller	1485	225	M	1
5	Secretary to the Board of Estimate and Apportionment	1137	206	G	3
6	Secretary to the Board of Public Service	1671	208	M	1
7	Security Officer	2131	203	G	3
8	Senior Fire Equipment Dispatcher	2215	72	F	3
9	Senior Plan Examiner	4234	214	G	1
10	Senior Plan Examiner/Code Development Specialist	4235	216	G	1
11	Software Developer I	1341	211	G	2
12	Software Developer II	1342	214	G	2
13	Software Developer III	1343	217	G	2
14	Software Specialist I	1331	209	G	2
15	Software Specialist II	1332	210	G	2
16	Solid Waste Route Foreman	3127	208	G	3
17	Soulard Market Manager	3757	210	M	1
18	Special Assistant for Development	1724	217	M	1
19	Special Assistant to the Comptroller	1672	215	G	1
20	Special Assistant to the Mayor	1723	217	G	1
21	Special Assistant to the Water Commissioner	3538	217	M	1
22	Special Events Program Executive	1697	219	M	1
23	Specialist on Aging	6122	208	G	3

1	Stationary Engineer	3423	210	T	3
2	Street and Traffic Inspection Supervisor	3956	208	M	1
3	Street and Traffic Inspector	3954	205	G	3
4	Street and Traffic Liaison	1643	208	M	1
5	Street Lighting Superintendent	3229	218	M	1
6	Street Maintenance Superintendent	3132	218	M	1
7	Superintendent of Soldiers' Memorial	3756	210	M	1
8	Supervising Stationary Engineer	3428	212	M	2
9	Supervisor-STD Intervention and Outreach Program	5649	210	M	2
10	Survey Projects Coordinator	4246	210	G	1
11	Systems Analyst	1351	214	G	2
12	Systems Analyst Senior	1353	217	G	1
13	Systems Development Manager	1366	223	M	1
14	Systems Development Specialist	1355	218	G	2
15	Systems Project Leader	1352	220	M	1
16	Technical Support Specialist	1372	214	G	3
17	Telecommunications Inspector	1824	209	G	3
18	Telecommunications Maintenance Supervisor	1854	209	G	3
19	Telecommunications Specialist	1853	210	G	3
20	Telecommunications Supervisor	2173	209	G	3
21	Telecommunications Technician	1855	204	G	3
22	Telecommunicator	2171	208	G	3
23	Tow Truck Operator	3311	208	G	3

1	Towing Services Foreman	3313	209	G	3
2	Towing Services Supervisor	3314	211	M	2
3	Trades Helper	3281	203	T	3
4	Traffic Control Supervisor	3439	208	M	3
5	Traffic Engineer	4281	214	G	1
6	Traffic Engineer (Senior)	4282	216	G	1
7	Traffic Engineering Manager	4284	220	M	1
8	Transportation Center Operations Specialist	3752	202	G	3
9	Transportation Center Operations Supervisor	3751	213	M	1
10	Tree Trimmer I	3621	204	G	3
11	Tree Trimmer II	3623	205	G	3
12	Urban Designer	4185	209	G	3
13	Urban Forester	3652	209	G	2
14	Urban Forestry Assistant	3651	203	G	3
15	Urban Forestry Superintendent	3656	216	M	1
16	Utility Worker I	3117	206	G	3
17	Utility Worker II	3118	207	G	3
18	Utility Worker III	3119	208	G	3
19	Veterinarian	2119	215	G	1
20	Veterinarian Technician	2118	204	G	3
21	Video Engineer	1823	212	T	3
22	Video Production Manager	1812	213	M	1
23	Video Production Specialist	1822	207	T	3

1	Video Production Supervisor	1821	210	T	3
2	Water Distribution Executive	4314	223	M	1
3	Water Distribution Superintendent	3535	218	M	1
4	Water Distribution Supervisor	3534	212	M	3
5	Water Maintenance Foreman	3517	211	G	3
6	Water Maintenance Technician	3518	206	G	3
7	Water Meter Worker	3521	205	G	3
8	Water Meter Worker Supervisor	3522	207	G	3
9	Water Plant Maintenance Foreman	3543	213	T	3
10	Water Plant Maintenance Manager	3531	216	M	1
11	Water Plant Maintenance Mechanic	3541	210	T	3
12	Water Plant Maintenance Mechanic (Lead)	3542	211	T	3
13	Water Production Engineer	3536	216	M	1
14	Water Production Executive	4315	223	M	1
15	Water Project Manager, Engineering	4342	216	G	1
16	Water Services Manager	3537	212	M	1
17	Water Treatment Plant Operator	3515	210	T	3
18	Water Treatment Plant Supervisor I	3514	212	T	3
19	Water Treatment Plant Supervisor II	3519	213	T	3
20	Web Development Specialist I	1345	208	G	2
21	Web Development Specialist II	1346	212	G	2
22	Welder	3235	207	T	3
23	Workers Compensation Specialist	1543	208	G	3

1	204	1500	2250
2	205	1575	2363
3	206	1654	2481
4	207	1737	2605
5	208	1824	2735
6	209	1915	2872
7	210	2011	3016
8	211	2111	3167
9	212	2217	3325
10	213	2327	3491
11	214	2444	3666
12	215	2566	3849
13	216	2694	4041
14	217	2829	4244
15	218	2970	4456
16	219	3119	4678
17	220	3275	4912
18	221	3439	5158
19	222	3611	5416
20	223	3791	5687
21	224	3981	5971
22	225	4180	6270
23	226	4389	6583

1	227	4608	6912
2	228	4839	7258
3	229	5080	7621
4	230	5335	8002

5 **(b) FIRE DIVISION PAY SCHEDULE:**

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

10 **FIRE BI-WEEKLY RANGE OF PAY**

11		Class Codes							
12		2211	2212	2215	2216	2227	2231	2235	2239
13		2221	2222	2226					
14	Current Years of Service	69F	69F	72F	74F	77F	78F	81F	83F
15	0	2343							
16	1		2407						
17	2		2468						
18	3		2579						
19	4		2635						
20	5		2705						
21	6		2778						
22	7		2915	3524					
23	8		3014	3648					

1	9	3115	3774	4100				
2	10	3125	3784	4109				
3	11	3212	3863	4193	4532			
4	12	3222	3871	4202	4540	4646	4859	5656
5	13	3232	3880	4211	4549	4785	4997	5674
6	14	3240	3889	4220	4559	4793	5007	5693
7	15	3250	3899	4229	4568	4803	5015	5710
8	16	3259	3907	4237	4577	4811	5025	5728
9	17	3268	3917	4248	4586	4821	5033	5747
10	18	3277	3926	4260	4595	4831	5042	5765
11	19	3286	3934	4265	4604	4839	5052	5783
12	20	3295	3944	4275	4614	4848	5061	5802

13 **(c) ELECTED OFFICIAL PAY SCHEDULE:**

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

16	GRADE	BI-WEEKLY RATE
17	1E	\$3596
18	2E	\$4714
19	3E	\$5540

20 (2) The following bi-weekly pay schedule for each Executive pay grade, denoted by
 21 the suffix "E," shall become effective beginning with any term of office starting after the effective
 22 date of this ordinance:

23	GRADE	BI-WEEKLY RATE

1	1E	\$3929
2	2E	\$4855
3	3E	\$5706

4 **(d) BOARD AND COMMISSION STIPENDS:**

5	Title	Code	Stipend
6	Member, Building Energy Improvement Board	1979-00-B	\$50 per meeting
7	Member, Airport Commission	1980-00-B	\$53 per meeting, up
8			to 24 meetings a year
9	Member, Board of Adjustment	1981-00-B	\$75 per meeting
10	Member, Board of Air Pollution Appeals	1982-00-B	\$60 per meeting
11	and Variance Review		
12	Member, Board of Equalization	1983-00-B	\$150 per day
13	Member, Board of Engineers	1984-00-B	\$45 per meeting, up
14			to 2 meetings a week
15	Member, Board of Examiners of Plumbers	1985-00-B	\$60 per month
16	Member, Board of Examiners of Fumigators	1986-00-B	\$45 per meeting, up
17			to 3 meetings a
18			month
19	Member, Board of Examiners of	1987-00-B	\$45 per meeting, up
20	Sign Erectors		to 3 meetings a
21			month
22	Member, Board of Tax Appeals	1988-00-B	\$60 per meeting
23	Member, Civil Service Commission	1989-00-B	\$55 per meeting

1			up to 30 meetings a
2			year
3	Member, Board of Building Appeals	1990-00-B	\$60 per meeting, up
4			to 50 meetings a year
5	Member, Board of Building Code Review	1991-00-B	\$60 per meeting, up
6			to 1 meeting a week
7	Member, Boiler Rules Committee	1992-00-B	\$45 per meeting
8	Member, Committee of Electrical Examiners	1993-00-B	\$45 per meeting, up
9			to 15 meetings a year
10	Member, Committee on Plumbing Review	1994-00-B	\$45 per meeting, up
11			to 15 meetings a year
12	Member, Demolition Contractors'	1995-00-B	\$45 per meeting, up
13	Certification Board		to 15 meetings a year
14	Member, Board of Merchants' and	1996-00-B	\$83 per day in
15	Manufacturers' Tax Equalization		session, up to 60
16			meetings during
17			regular 12 week
18			session, but not to
19			exceed 105 meetings
20			a year
21	Member, Board of Examiners of	1997-00-B	\$83 per meeting, up
22	Sprinkler System Contractors		to 15 meetings a year
23	Member, Board of Examiners for	1998-00-B	\$45 per meeting

1 Mechanical Contractors

2 Member, Board of Noise Control Appeals 1999-00-B \$53 per meeting

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

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

11 (1) In order for an employee in Section 2(a) 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 pay
14 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 following
16 morning. Employees shall be entitled to receive shift differential compensation for no more than
17 one shift worked between the hours of 4:00 p.m. and 8:00 a.m. Employees who are assigned to
18 work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly
19 or more frequent basis shall be eligible for shift differential compensation for all three shifts
20 worked.

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

1 An employee whose pay range is established in Section 2(a) shall receive shift differential
2 for working a portion of an eligible shift, provided the portion of the shift not worked is charged
3 to paid leave. Shift differential shall only be paid for whole hours worked; a fraction of an hour
4 shall not be counted toward the payment of the differential.

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

12 Except shift differential premium shall be \$2.00 per hour for each hour worked between
13 11:00 p.m. and 7:00 a.m. during an eligible shift to be paid to Overtime Code 3 Fire Equipment
14 Dispatcher classifications whose pay range is established in Section 2(b).

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

19 **(f) WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
20 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.
21 Employees whose pay grade is denoted with the suffix "M" are only eligible to receive weekend
22 differential when it is part of their regularly scheduled work hours. This differential shall be one
23 percent (1%) of an employee's base bi-weekly rate. An employee shall receive weekend

differential for working any portion of an eligible day. This differential shall only be paid for full hours worked. Weekend differential shall not be paid to employees compensated on an hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will the weekend differential be paid to full-time regular employees docked for any portion of a day on which the differential would otherwise be paid.

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

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

4 **(h)** The Director of Personnel may establish per performance rates of pay, hourly rates of pay,
5 or rates of pay for units of work and the conditions for making of any such payments. Such per
6 performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales established
7 in this ordinance. Per performance, hourly, or unit-of-work rates shall be established considering
8 the nature of employment, community practices in compensating similar employment, and the
9 purpose of the program for which the rate is established. Employees paid per performance, hourly,
10 or unit-of-work rates of pay shall not be entitled to vacation, medical leave or holiday leave with
11 pay or other benefits accorded employees paid a bi-weekly rate except that an appointing authority,
12 with the prior approval of the Director of Personnel, and when sufficient funds have been
13 appropriated for the fiscal year, may establish a modified level or type of benefit program when
14 the provision of such benefit is needed in order to attract and retain sufficiently qualified
15 employees to work in specific per performance, hourly, or unit-of-work assignments.

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

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

21 **(j)** The Director of Personnel, with the assistance of appointing authorities concerned, may
22 establish rates and conditions under which compensation may be granted for periods of time during
23 which an employee is away from the job site but restricted in his/her activities because of an

1 assignment by the appointing authority to be available for a call to return to the work site to perform
2 emergency duties. Pay rates and conditions established under the provisions of this Section 2(j)
3 may include reasonable minimum pay guarantees for employees required to return to the work site
4 to perform emergency duties. The provisions of this Section 2(j) shall not be construed to restrict
5 the right of an appointing authority to establish call back procedures for employees as an
6 established condition of employment.

7 **(k)** The Director of Personnel may authorize payment of special recruitment incentives, travel,
8 moving and related expenses to recruit employees for positions when funds for this purpose are
9 appropriated.

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

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

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

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

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

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

18 (n) An employee who is appointed to a position requiring advanced technical skills or
19 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
20 of this ordinance on recommendation of the appointing authority with the prior approval of the
21 Director of Personnel. Such advancement shall be made solely on the basis that the employee
22 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 when
6 such credentials are clearly recognized as adding to the capability of individuals in that area.
7 Incentives or reimbursements awarded under such programs do not result in an employee being
8 ruled ineligible for incentives or salary increases permitted under other sections of this pay
9 ordinance.

10 **(o)** 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 journeyman
13 status shall be granted the special skills recruitment rate for the class if a special skills recruitment
14 rate exists for the class. Employees in such classes who have completed alternative training
15 programs established and approved by the Director of Personnel, and attained journeyman status
16 shall also be eligible for a salary at the special skills recruitment rate if such a rate exists for the
17 class.

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

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

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

3
4 Further, when funds have been budgeted therefore, an appointing authority may authorize
5 reimbursement to uniformed security or correctional employees of up to fifty dollars (\$50.00) per
6 incident for damage to personal property sustained while the employee was directly engaged in
7 quelling a disturbance while performing assigned and/or authorized duties during a shift.

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

11 **(r)** **(1)** Contingency assignment differential may be paid for certain assignments when
12 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
13 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment,
14 not to extend more than one pay period. The Director of Personnel will determine the assignments
15 for which Contingency Assignment Differential will be paid. The assignment of an employee to
16 said assignment having a contingency assignment differential will be determined by the appointing
17 authority from an existing eligible list and will not constitute a promotion or advancement in pay.
18 In addition, the removal of an employee from said assignment shall not constitute a demotion or
19 reduction in pay. If an eligible list is not available, an appointing authority may submit to the
20 Director of Personnel the name of the employee being considered for the assignment to determine
21 if they meet the necessary minimum qualifications for the position being considered.

22 For an employee whose pay range is established in Section 2(a), or 2(b), with the prior
23 approval of the Director of Personnel, the contingency assignment differential will be ten percent

1 (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly
2 period worked or one percent (1%) of the employee's regular base bi-weekly rate for each shift
3 assignment covered, not to exceed one (1) pay period.

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

15 For an employee whose pay range is established in Section 2(a) or 2(b), with the prior
16 approval of the Director of Personnel, the temporary assignment differential will be ten percent
17 (10%) of the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly
18 period worked, not to exceed thirteen (13) pay periods. The Director of Personnel may require the
19 establishment of a department policy on temporary assignment differential pay and must sign off
20 on the policy prior to authorizing temporary assignment differential.

21 (s) City employees who are required by their appointing authority to routinely use their
22 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
23 maintenance and use allowance of two hundred ninety-seven dollars (\$297.00) per month. Eligible

employees who use their personal vehicle with reduced frequency shall be entitled to a vehicle maintenance and use allowance which is reduced in proportion to the reduced frequency of use, subject to the approval of the Director of Personnel.

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

(u) An appointing authority may, with the prior approval of the Director of Personnel, establish a program to reimburse the cost, in whole or in part, of veterinary care, food, equipment and other essentials as determined by the City for each canine assigned to an employee, when funds have been budgeted, therefore.

SECTION 3. 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

1 improvement of the knowledge and skills required in the performance of the duties of their
2 positions or to improve their professional, technical or managerial knowledge or skill.

3 **SECTION 4. Salary Range Limitations.**

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

7 **SECTION 5. Starting Salary.**

8 **(a)** The rate of pay for an excepted position to be paid upon original appointment to the class
9 shall be determined by the Appointing Authority for the excepted position.

10 **(b)** The Appointing Authority may offer an advanced starting salary up to twenty-five percent
11 (25%) above the ordinance minimum of the classification pay range for candidates who meet the
12 minimum qualifications and possess relevant experience, subject to guidelines established by the
13 Director of Personnel.

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

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

1 **SECTION 6. Promotion, demotion, reallocation, transfer and temporary promotion.**

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

5 **(a)** Promotion: 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 with a higher pay grade or a higher
7 starting minimum salary.

8 (1) When an employee is promoted to a position within the General, Management, and
9 Trades Pay Schedule, the employee's bi-weekly rate of pay shall be increased by five percent (5%)
10 for each pay grade difference between the employee's current classification and the promoted
11 classification. The appointing authority, with the prior approval of the Director of Personnel, may
12 request a rate of pay within the pay range of the new classification based on the employee's
13 qualifications, experience, and the nature and magnitude of the additional duties and
14 responsibilities associated with the promotion. In establishing the rate of pay, the appointing
15 authority and Director of Personnel shall consider that salary determinations are equitable and
16 consistent with similarly situated employees, taking into consideration internal equity,
17 compression, and the overall compensation structure. Documentation supporting the salary
18 determination shall be maintained and made available for review by the Director of Personnel. In
19 no case shall an employee's rate of pay be set below the minimum or above the maximum of the
20 pay range established for the new classification, except as otherwise provided by ordinance.

21 (2) Temporary Promotion: When an employee, whose salary range is established in
22 Section 2(a), is certified and temporarily promoted to a vacant position, for a limited duration, the
23 employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this Section. Upon

1 expiration of the temporary promotion, the employee shall be returned to his/her former rate of
2 pay, adjusted by any increases the employee would have received in the absence of the temporary
3 promotion. In no case shall the employee's salary be above the maximum of the salary range,
4 unless otherwise provided for in this ordinance.

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

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

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

21 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
22 reduced within the range for the new position which is five percent (5%) lower than the rate
23 received immediately prior to demotion, except that employees who are in a working test period

1 and demote to their previous class of position or pay grade, will return to the rate received
2 immediately prior to the promotion, plus any adjustments as otherwise provided in this ordinance.
3 No employee shall be paid less than the minimum nor more than the maximum rate for the new
4 class of position, except as otherwise provided in this ordinance.

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

10 (c) Reallocation:

11 (1) If the employee's position is reallocated to a class in a lower pay grade, his/her
12 salary shall remain unchanged provided the employee's rate of pay 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.

21 (e) Over Maximum: The salary of an employee, which is in excess of the maximum of the
22 range prescribed by this ordinance for the class and grade to which his/her position has been
23 allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade.

1 The salary of such employee shall not be increased so long as he/she remains in the class of
2 position, except as otherwise provided by this ordinance.

3 **SECTION 7. Salary Adjustment.**

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

7 **(a)** Competitive positions for which salary is established in Section 2(a) – General,
8 Management, and Trades Schedule:

9 (1) Any employee whose salary is established in Section 2(a) – General, Management,
10 and Trades Pay Schedule, shall receive a service rating in accordance with the Service Rating
11 Manual. The rating together with the standards of performance established in the rating manual
12 shall determine eligibility for a one and one-half percent (1.5%) within-range (merit) increase at
13 intervals as outlined in the Service Rating Manual or other pay regulation(s) as determined by the
14 Director of Personnel. Notwithstanding any other section of the compensation ordinance, all
15 employees in the General, Management, and Trades pay schedule who would be eligible to receive
16 an annual increase as a result of a "Successful" or "Highly Successful" Overall Rating on their
17 regular Service Rating date will receive a one and one-half percent (1.5%) increase regardless of
18 their current rate or place in the pay schedule.

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

1 **(b)** As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks
2 of continuous service from the date of original appointment or from the date of the last salary
3 adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion (not for
4 disciplinary reasons) or an across-the-board ordinance increase, an increase resulting from an
5 authorized incentive program, reallocation or an upgrade of the classification concurrent with
6 adoption of the ordinance. Absence from service as a result of any authorized paid leave,
7 suspensions, military leave, or family/medical leave will not interrupt continuous service. Absence
8 from service for any other cause shall result in breaking continuity of service and establishment of
9 a new anniversary date, except as otherwise provided in this ordinance. The Director of Personnel
10 may authorize different anniversary dates for an employee or groups of employees.

11 **(c)** An appointing authority may evaluate the performance of an employee whose salary is
12 established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at intervals
13 as described above except in the case of:

14 (1) Exceptional performance of duties:

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

20 (2) Substandard performance of duties:

21 An appointing authority may reduce the salary of an employee whose level of performance
22 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) 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(b) - 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) Excepted Positions: The pay of an employee in an excepted position shall be adjusted to any rate within the pay range at the discretion of the appointing authority for the excepted position.

(f) The Director of Personnel may approve, at the request of an appointing authority, 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.

(g) (1) 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.

(2) The Director of Personnel may establish amended rates of pay for employees whose salaries are established in Section 2(b) of this ordinance in accordance with Section 31 of Article XVIII of the City Charter.

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

(i) 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 authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two (2) or more departments, divisions or other units of the City for duties performed for each of such

1 agencies is permissible if the total salary received from these agencies is not in excess of the
2 maximum rate of pay for the class.

3 **SECTION 9. Conversion.**

4 **(a)** Pay schedules in Section 2(a) or 2(b) in Ordinance 71963 shall continue in effect until June
5 14, 2026, and the rates to be paid to employees in positions of any classes for which a rate is
6 established or changed in Section 2(a) of this ordinance shall become effective and be adjusted (if
7 necessary) as follows:

8 The salary of each employee whose pay range is established in Section 2(a) of this
9 ordinance whose class has been allocated to a higher pay grade in the appropriate pay schedule as
10 determined by the Director of Personnel shall have their current salary increased to a rate, rounded
11 to the nearest whole dollar, which is five percent (5%) higher than the rate received immediately
12 prior to promotion, but not less than the minimum of the pay range, whichever is the greater.

13 **(b)** The pay schedule in Section 2(c) Ordinance 71963 or in an ordinance amending Ordinance
14 71963 shall continue in effect until June 14, 2026.

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

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

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

22 **(f)** All full-time employees whose salary was established in Section 2(a) – General and
23 Management Pay Schedule or 2(b) – Trades Pay Schedule of Ordinance 71963 and whose salary

1 is now established in Section 2(a) – General, Management, and Trades Pay Schedule and whose
2 class title remains unchanged or whose class title is changed to better describe their position, as
3 determined by the Director of Personnel, shall have their bi-weekly rate increased by three percent
4 (3%) regardless of their current rate or place in the pay schedule, or to the minimum of the bi-
5 weekly pay range for their job classification, whichever is greater, effective June 14, 2026.

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

8 **SECTION 10. Payment Of Salaries.**

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

17 **SECTION 11. Changes To Classification Plan.**

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

22 Whenever the Department of Personnel finds it necessary to change the overtime code of
23 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.

1 **SECTION 13. Certification Of Payroll.**

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

7 **SECTION 14. Minimum Work Hours.**

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

11 Each appointing authority shall submit to the Department of Personnel the work schedule
12 established for each position in the work unit. Work schedule reports shall be submitted upon
13 request of the Director of Personnel or whenever the appointing authority proposes to change the
14 permanent work schedule of a position. The work schedule submitted by the appointing authority
15 shall constitute the normal work schedule for the position when approved by the Director of
16 Personnel.

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

21 **(a)** Employees whose salaries are established in Section 2(a): Forty (40) hours shall constitute
22 the average minimum required weekly hours of service in an employment cycle under regular full-
23 time employment for all City employees paid on a bi-weekly basis occupying competitive

positions in the Classified Service. The minimum daily and annual service required of such employees shall be in proportion to the average minimum weekly hours established.

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

(b) Management 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.

1 **SECTION 15. Overtime.**

2 **(a)** The Department of Personnel shall determine those positions in the Classified Service of
3 the City of St. Louis which are exempt from overtime compensation and those positions which are
4 not exempt from overtime compensation. The overtime codes established for each class in Section
5 1(a) of this ordinance shall be interpreted as follows:

6 **OVERTIME CODE (OVTM):**

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

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

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

16 4 These non-exempt classes work an average bi-weekly work schedule of 84
17 hours and, therefore, receive overtime compensation at the one and one-half
18 (1.5x) time rate.

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

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

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

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

20 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a), works hours
21 in excess of the maximum established for an official work week or work cycle, usually forty (40)
22 hours in a work week such hours shall be paid at the one and-one-half time (1.5x) rate. In addition

1 to the actual hours worked, only paid vacation, compensatory time, jury leave, and holidays shall
2 count as hours worked for the purpose of determining eligibility for overtime compensation.

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

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

1 be considered overtime. In addition to the actual hours worked, only paid vacation time,
2 compensatory time, jury leave, and holidays shall count as hours worked for the purpose of
3 determining eligibility for overtime compensation. Straight time (1.0x) overtime shall be
4 compensated at the employee's regular hourly rate of pay, or by granting the eligible employee
5 compensatory time off at the rate of one (1) hour for each hour of overtime worked. The average
6 number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-
7 time employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid employee
8 shall be determined by dividing the employee's regular bi-weekly rate of pay by the average
9 number of regularly scheduled hours of work in a bi-weekly pay period.

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

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

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
22 appointing authority shall keep in mind the staffing needs of the department when granting time
23 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 for
2 employees in classes with Overtime Code 3 and Overtime Code 4. However, an appointing
3 authority shall compensate a non-exempt bi-weekly paid employee for overtime work by granting
4 the employee compensatory time off in lieu of pay only if the employee requests compensatory
5 time, in writing.

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

17 Each appointing authority shall establish procedures to assure that non-exempt employees
18 are promptly granted time off when such employees request to use their earned compensatory time.
19 Appointing authorities may not deny non-exempt employees' requests for earned compensatory
20 time off except when such approval would create an extreme business hardship. When an
21 appointing authority determines that the work schedule of the organization will not permit the
22 granting of such time off, the appointing authority shall pay the employee in that same pay period
23 for all or a portion equivalent to the time requested of the employee's accrued compensatory time.

This provision requiring the prompt granting of requested time off applies only to compensatory time that is earned as a result of the employee working overtime; it does not apply to compensatory time earned as a result of an incentive program or award program.

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

(f) Before an employee is transferred, promoted or demoted from a position under one appointing authority to a position under another appointing authority or to another unit with a different appropriation, all compensatory time shall be granted or paid. Upon 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

1	Last Monday in May	Memorial Day
2	June 19	Juneteenth Day
3	July 4	Independence Day
4	First Monday in September	Labor Day
5	November 11	Veterans' Day
6	Fourth Thursday in November	Thanksgiving Day
7	Day after Thanksgiving	Day after Thanksgiving
8	December 25	Christmas Day

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

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

21 When the day of observance of a holiday is changed by State or Federal law, it will be so
22 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
23 or Federal executive action, the Mayor shall determine the day of observance by the City of St.

Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday shall be observed as the holiday. When one of the above holidays occurs on Saturday, the preceding Friday shall be observed as the holiday.

(b) In addition to the above eleven (11) designated holidays, employees in Section 2(a) of this ordinance who were employed by the Board of Police Commissioners immediately prior to September 1, 2013, and who have been continuously employed by the City since that date 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) of this ordinance who were employed by the Board of Police Commissioners immediately prior to September 1, 2013, , and who have been continuously employed by the City since that date shall 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) of this ordinance who

were employed by the Board of Police Commissioners immediately prior to September 1, 2013, and who have been continuously employed by the City since that date who are required to work the afternoon, evening overlay, or night watch on December 31 shall receive four (4) hours of compensatory time.

(c) 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) of this compensation ordinance, 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) 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, will be compensated with pay in lieu of compensatory time for all holidays and receive twelve (12) hours of personal day leave.

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

4 The holiday compensation procedures established by this Section 16 shall apply to full-
5 time classified employees paid a bi-weekly rate. Part-time bi-weekly rate employees shall be
6 compensated for holidays in proportion to the percentage of time they are regularly scheduled to
7 work. Employees paid on an hourly or per performance basis shall not be entitled to holiday
8 compensation, except as otherwise provided in this ordinance.

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

17 Employees whose pay is established in Section 2(b) of this ordinance and are Overtime
18 Code 3 shall be entitled to one hundred forty-four (144) hours of compensatory time off in lieu of
19 all holidays occurring in a calendar year. Employees whose pay is established in Section 2(b) of
20 this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred twelve (112) hours
21 of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year.
22 Because of the necessity of maintaining the work schedule of such employees, the Director of
23 Personnel, in cooperation with appointing authorities concerned, shall establish procedures for

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(b) 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) or 2(b) 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)		PAY ESTABLISHED IN SECTION 2(b)	
Length of <u>Cumulative Service</u>	Bi-Weekly <u>Accrual Rates</u>	Annual <u>Equivalent</u>	Bi-Weekly <u>Accrual Rates</u>	Annual <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

Employees employed before July 18, 2010, whose pay is established in Section 2(a) or 2(b) 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) or 2(b) 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)

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) or 2(b) 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) 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)

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) Employees whose pay is established in Section 2(a) and who were employed by the Board of Police Commissioners immediately prior to September 1, 2013, and who have been continuously employed by the City since that date shall earn vacation time in accordance with the following schedule on employment anniversary dates as follows:

PAY ESTABLISHED

IN SECTION

2(a)

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

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

10 **(f)** All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
11 and accrual maximums for vacation are for employees working a scheduled work week of forty
12 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
13 for employees whose average work week is more or less than forty (40) hours. When an eligible
14 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
15 proportionately. All references in this ordinance to cumulative service for vacation shall mean
16 cumulative service without a break in service of more than one year, except as provided otherwise
17 in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in
18 a limited-term position shall be eligible to accrue vacation.

19 **(g)** (1) For those employees hired before or after the effective date of this ordinance whose
20 pay is established in Section 2(a) who work an average work week of forty (40) hours, the
21 maximum vacation balance shall be six hundred (600) hours. An appointing authority, upon
22 written request and with the prior approval of the Director of Personnel, may authorize an
23 employee or group of employees to exceed these maximums. Vacation accrual maximums for

those working more or less than forty (40) hours per week, but at least fifty percent (50%) time shall be proportionate to the number of hours worked in a bi-weekly pay period.

(2) When an employee's full-time average work week is changed, the maximum vacation balance shall be changed proportionately. In addition, the employee shall have his/her current vacation balance adjusted so that the vacation shall maintain the same position relative to the new maximum balance as existed with the employee's previous maximum balance.

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

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

(1) of appointment;

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

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

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

(i) 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) or 2(b) 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 balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. Employees whose pay is established in Section 2(b) 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.

(j) 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. 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

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

3 **(k)** 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 the
5 separation, will be given credit for prior continuous service in determining the vacation accrual
6 rate in accordance with Section 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on
7 the date of the employee's original appointment.

8 **(l)** 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 accrual
10 rate in accordance with Section 17(a) or 17(b) of this ordinance and based on the date of the
11 employee's original appointment.

12 **(m)** Employees who return to work from a "reemployment from layoff" eligible list shall be
13 eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance, provided
14 the employee has completed ninety (90) days of continuous service prior to the layoff and with
15 approval of the appointing authority. An employee who has completed less than ninety (90) days
16 of continuous service will be required to complete the remaining portion of the ninety (90) days
17 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 in
20 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's original
21 appointment. A Commissioned Officer who retires and is rehired as a civilian employee will be
22 considered a new employee for vacation purposes.

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

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

9 **(p)** With the approval of the appointing authority, a retiring employee may be paid on the
10 payroll for accrued vacation in the month prior to retirement without inclusion in the employee's
11 final average compensation. An appointing authority may pay previously accrued vacation off in
12 a lump sum to an employee whose service with the City has terminated. Such payment shall be
13 made on the employee's last regular paycheck.

14 **(q)** Employees occupying excepted positions in the Classified Service shall be granted
15 vacation at the discretion of their appointing authority. An employee whose term in an excepted
16 position ends and who is then appointed to a permanent competitive position working fifty percent
17 (50%) time or more shall become eligible to accrue vacation leave with pay upon appointment to
18 the competitive position. Length of cumulative service for the purpose of determining rate of
19 vacation leave accrual shall be based on the employee's original date of appointment to the
20 excepted position, providing there was no break in service between expiration of the excepted
21 position and appointment to the permanent competitive position. The date of appointment to the
22 permanent competitive position shall be used to determine the appropriate rate of vacation accrual

for the corresponding length of cumulative service in accordance with the schedule established in Section 17(b).

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

SECTION 18. Sick Leave.

(a) An employee may choose to use his/her sick leave in accordance with regulations established by the Director of Personnel.

(b) An active employee who is a member of the Employees Retirement System or the Firemen's Retirement System of the City of St. Louis, and who applies for retirement and immediately retires from active service, shall receive payment for his/her sick leave balance less any sick leave credited or paid to a member or used in the calculation of retirement 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) Employees in Section 2(a) formerly employed by the Board of Police Commissioners prior to April 20, 2011, and continuously employed by the City with thirty (30) years of service and possessing 2,200 accrued sick leave hours, will receive compensation for one-half of their accumulated sick leave hours. Employees in Section 2(a) formerly employed by the Board of Police Commissioners hired prior to April 20, 2011, and continuously employed by the City who have at least twenty (20) years of service who possess 1,600 accrued sick leave hours, will receive compensation for one-fourth of their accumulated sick leave hours, and also receive 173.33 hour pay (2080 hours divided by 12). All other employees in Section 2(a) 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.

(f) There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay at the current rate of compensation.

1 **SECTION 19. Medical Leave.**

2 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
3 competitive positions working fifty percent (50%) time or more in accordance with regulations
4 and procedures established by the Director of Personnel.

5 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
6 hours of medical leave for each bi-weekly pay period of employment but must complete the entire
7 pay period to accrue the medical leave at the end of said pay period. This accrual rate is established
8 for employees working an average work week of forty (40) hours. Medical leave shall be
9 computed on a proportionate basis for employees whose average work week is more or less than
10 forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing
11 authority after completing ninety (90) days of continuous service.

12 (2) Employees in Section 2(a) hired by the Board of Police Commissioners before
13 September 1, 2013, shall be entitled to all of the sick and medical leave accrued during such
14 employment. Subject to the provisions of Section 19(a), medical leave with pay shall be granted
15 at the rate of 3.70 hours bi-weekly to employees in Section 2(a) hired by the Board of Police
16 Commissioners before September 1, 2013, and who have been continuously employed by the City
17 since that date.

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

20 **(c)** An appointing authority shall remove an employee from the payroll for unexcused absence
21 in accordance with regulations and procedures established by the Director of Personnel. When an
22 employee is docked from the payroll under the provisions of this section, the amount deducted
23 from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly rate as

defined in this ordinance for each hour of unexcused absence. If an employee is docked from the payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue medical leave for the pay period.

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

(e) All leave with or without pay for illness, injury, or physical inability to perform assigned 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 25 (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 ninety (90) days 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.

Each employee is required to give advance notice (at least 30 days prior to departure when feasible), preferably in writing, of service obligation or intention to perform services in the uniformed services, unless such notice is prevented by military necessity, as determined 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

1 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
2 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
3 provisions and regulations as determined by the Director of Personnel.

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

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

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

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

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

18 (d) In the event that emergency conditions occur which require the closing of City-operated
19 facilities, or the temporary cessation of functions carried out by classified employees, the Mayor
20 of the City of St. Louis may declare an emergency and require an employee or group of employees
21 to take leaves of absence with or without pay while such emergency conditions exist. In the event
22 that the Mayor requires that the leave of absence be without pay, an employee with vacation or
23 accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part

1 of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity
2 of service for vacation accrual. An emergency leave of absence declared by the Mayor shall not
3 exceed ninety (90) days.

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

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

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

18 **SECTION 22. Furloughs.**

19 Contingent upon the declaration of the City's Board of Estimate and Apportionment that a
20 fiscal crisis exists in the City so as to warrant the mandatory implementation of furloughs of City
21 officers and employees, the Board of Aldermen hereby authorizes such budget required mandatory
22 implementation of furloughs. As used herein the term "furlough" shall mean time off without pay
23 due to budget requirements. In the event furloughs are implemented, the Director of Personnel

1 shall issue, consistent with this ordinance, such regulations and guidelines necessary for setting
2 out a process for furlough implementation.

3 **SECTION 23. Insurance Benefits.**

4 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
5 plans for life, health, medical, disability, and other insurance coverage deemed necessary for
6 employees in the Classified Service and other employees for the City and their dependents. The
7 Director of Personnel shall develop and administer programs to provide for such coverage. The
8 Director of Personnel shall confer with the Board of Estimate and Apportionment by February 1st
9 of each year regarding coverage plans and the appropriate funding level. The Director shall then
10 be charged with the responsibility of establishing the applicable funding level and remittance rates
11 for the aforementioned plans and certify same to the Comptroller and Budget Director by March
12 1st of each year. The Director of Personnel may amend said rates as needed.

13 **SECTION 24. Death Benefit.**

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

1 **SECTION 25. Workers' Compensation And Disability Leave.**

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

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 (3)
15 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
16 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
17 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
18 days of disability will be restored to the employee's sick or medical leave balance. The City
19 Counselor shall determine the actual amount of compensation and length of time during which
20 payments are made for such temporary disability in accordance with the Missouri Workers'
21 Compensation Law.

22 **(b)** (1) Any employee in the competitive service whose class title and grade are established
23 in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer personal injury by

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

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

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 26. Jury And Witness Leave.**

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

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

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

17 **SECTION 27. Deferred Compensation.**

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

20 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the Comptroller
21 is authorized to enter into an agreement with eligible participants, whereby said participants may
22 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 plan shall be considered unless offered by a duly licensed resident agent representing a company duly licensed and authorized by the State of Missouri and other applicable federal regulatory agencies to offer such insurance or investment programs.

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

SECTION 28. 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;

(2) The balance of a member's sick leave pay 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 retirement benefits, except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave on the date of retirement.

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

(4) Twelve (12).

The years of creditable service of a member shall be the number of years and completed full calendar months of service during which he/she receives compensation from the first day of

1 the calendar month following the date of the beginning of each employment with an employer
2 until his/her employment is terminated, subject to the provisions of this section. The years of
3 creditable service of an employee (as that term is defined in Subsection 11 of Section Four of
4 Ordinance 66511) hired after the operative date (as that term is defined in Subsection 18 of Section
5 Four of Ordinance 66511) who had attained the age of sixty (60) years at initial employment shall
6 be the number of years and completed months of service during which he/she receives
7 compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988,
8 of the beginning of each employment with an employer until his/her employment is terminated.
9 No creditable service shall be granted for any period of employment before October 1, 1988, after
10 the calendar month in which the member attains age seventy (70). No creditable service for prior
11 employment shall be granted to an employee who becomes a member after April 1, 1960, unless
12 he/she was employed by an employer on April 1, 1960.

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

- 16 (a) Sick leave hours considered as creditable service for the purpose of determining
17 eligibility for retirement benefits, and
18 (b) Sick leave hours paid to the member upon termination of his/her employment, and
19 (c) Sick leave hours used in determining final average compensation.

20 **SECTION 29. Severability.**

21 The sections of this ordinance shall be severable. In the event that any section of this
22 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this
23 ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and

inseparably connected with and dependent upon the void section that it cannot be presumed that the Board of Aldermen would have enacted the valid sections without the void ones, or unless the court finds that the valid sections standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

SECTION 30. Repeal Of Previous Ordinances.

Ordinance 71963 and all other ordinances or amendments, or parts thereof conflicting with the provisions of this ordinance are hereby repealed, effective June 14, 2026.

SECTION 31. 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.

	SECTION(S)
Alphabetical List of Classes	1
Attendance Record.....	14, 15
Changes to Classification Plan.....	11
Codes for Classes	1
Compensatory Time.....	15, 16
For Overtime	15
In Lieu of Holiday	16
Maximum Balance	15

1	Continuous Service	7, 17
2	For Salary Increase	7
3	For Vacation.....	17
4	Conversion to New Pay Schedule.....	9
5	Death Benefit	24
6	Deferred Compensation	27
7	Disability Leave	25
8	Education Reimbursement	3
9	Employment Cycle.....	14
10	Employment Schedule	14
11	Holidays	16
12	Employees Excluded.....	2(h), 16
13	Hours of Work	14
14	Incentive and Award Program	2(m)
15	Insurance Benefits.....	23
16	Jury and Witness Leave	26
17	Leaves of Absence	21
18	Emergency	21(d)
19	Excepted Positions, Coverage of	21(c)
20	Family/Medical	21
21	Forced	21(f)
22	Interruption of Continuous Service.....	7(b)
23	Medical Leave.....	19

1	Military Leave.....	20
2	Minimum Work Hours.....	14
3	Moving Expenses.....	2(k)
4	Overtime (OVTM).....	1, 15
5	Pay	
6	Advanced Skills	2(n)
7	Bi-Weekly Schedules.....	2
8	Commuting Allowance	2(f)
9	Contingency Assignment Differential	2(r)(1)
10	Continuous Service for Increase	7
11	Decreases	7
12	Demotion.....	6
13	Elected Officials.....	2(c)
14	Excepted Positions	7(e)
15	Fire Division	2(b)
16	Foreign Language	2(m)(2)
17	Hiring Incentive	2(l)
18	Holiday.....	16
19	Hourly Rates	2(h)
20	Income Sources	8
21	On-Call Rates.....	2(j)
22	Overtime	15
23	Parking Expenses	2(t)

1	Per Performance Rates	2(h)
2	Promotion.....	6
3	Reallocation	6
4	Recruitment Rate	5
5	Reemployment Rate.....	5
6	Retention	7(i)
7	Salary Range Limitations.....	4
8	Starting Salaries	5
9	Shift Differential	2(e)
10	Stipends for Board and Commission Members	2(g)
11	Temporary Assignment Differential	2(r)(2)
12	Time Lines for Payment.....	10
13	Trainee Rates	2(i)
14	Transfer	6
15	Units of Work	2(h)
16	Vehicle Maintenance and Use Allowance	2(s)
17	Veterinary Care	2(u)
18	Weekend Differential.....	2(e)
19	Within Range and Exceptional Performance Increases	7
20	Payroll	12, 13
21	Relocation	2(k)
22	Retirement.....	28
23	Severability	29

1	Sick Leave.....	18
2	Employees Excluded.....	2(h)
3	Suggestion Program	2(m)(4)
4	Tool Allowance.....	2(q)
5	Vacation	17
6	Employees Excluded.....	2(h), 17
7	Uniform Allowance	2(p)
8	Workers' Compensation.....	25
9	Approved:	

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

Page 2 of 117
Board Bill Number 173
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

Page 3 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 4 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 5 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 6 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 7 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 8 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 9 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 10 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 11 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 12 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 13 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 14 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 15 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 16 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 17 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 18 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 19 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 20 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 21 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 22 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 23 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 24 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 25 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 26 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 27 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 28 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 29 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

Page 30 of 117
Board Bill Number 173
Spencer
January 31, 2025

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

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

3 **(a) GENERAL AND MANAGEMENT PAY SCHEDULE:**

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

6

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**

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

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

14 **SECTION 4.**

15 **SALARY RANGE LIMITATIONS**

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

19 **SECTION 5.**

20 **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:

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.

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

3 SECTION 10.

4 PAYMENT OF SALARIES

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

13 SECTION 11.

14 CHANGES TO CLASSIFICATION PLAN

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

19 Whenever the Department of Personnel finds it necessary to change the overtime code
20 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.

(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		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

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

1 Firemen's Retirement System provides for sick leave to be credited or paid to a member or
2 used in the calculation of retirement benefits, this payment shall be limited to a maximum of
3 fifty percent (50%) of the value of the employee's sick leave balance. If the Employees
4 Retirement System of the City of St. Louis provides for sick leave to be credited or paid to a
5 member or used in the calculation of retirement benefits, this payment shall be fifty percent
6 (50%) of the value of the employee's sick leave balance at time of retirement.

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

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

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

20 **(f)** Commissioned officers hired prior to April 20, 2011, with thirty (30) years of service
21 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 **(h)** All Commissioned officers, excluding Police Officer Trainees, may be eligible to
2 receive paid time off for perfect and near perfect attendance.

3 **(i)** There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay
4 at the current rate of compensation.

5 **SECTION 19.**

6 **MEDICAL LEAVE**

7 **(a)** Medical leave with pay shall be granted to bi-weekly rate employees in permanent
8 competitive positions working fifty percent (50%) time or more in accordance with
9 regulations and procedures established by the Director of Personnel.

10 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
11 hours of medical leave for each bi-weekly pay period of employment but must complete the
12 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate
13 is established for employees working an average work week of forty (40) hours. Medical
14 leave shall be computed on a proportionate basis for employees whose average work week is
15 more or less than forty (40) hours. An eligible employee may be granted paid medical leave
16 by his/her appointing authority after completing ninety (90) days of continuous service.

17 (2) Employees in Section 2(a) or 2(b) hired by the Police Division on or after
18 September 1, 2013, shall accrue medical leave as stated above in Section 19(a)(1).

19 (3) Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners
20 before September 1, 2013, shall be entitled to all of the sick and medical leave accrued during
21 such employment. Subject to the provisions of Section 19(a), medical leave with pay shall be

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.

SECTION(S)

Alphabetical List of Classes	1
Attendance Record	14, 15
Changes to Classification Plan.....	11
Codes for Classes	1

1	Compensatory Time	15, 16
2	For Overtime	15
3	In Lieu of Holiday	16
4	Maximum Balance	15
5	Continuous Service	7, 17
6	For Salary Increase.....	7
7	For Vacation.....	17
8	Conversion to New Pay Schedule	9
9	Death Benefit	23
10	Deferred Compensation	26
11	Disability Leave	24
12	Education Reimbursement	3
13	Employment Cycle.....	15
14	Employment Schedule	15
15	Holidays	16
16	Employees Excluded.....	2(j), 16
17	Hours of Work.....	14
18	Incentive and Award Program	2(o)
19	Insurance Benefits.....	22
20	Jury and Witness Leave	25
21	Leaves of Absence	21

Page 114 of 117
Board Bill Number 173
Spencer
January 31, 2025

1	Emergency.....	21(d)
2	Excepted Positions, Coverage of	21(c)
3	Family/Medical	21
4	Forced.....	21(f)
5	Interruption of Continuous Service	7(b)
6	Medical Leave	19
7	Military Leave	20
8	Minimum Work Hours	14
9	Moving Expenses	2(m)
10	Overtime (OVTM)	1, 15
11	Parking Expenses.....	2(v)
12	Pay	
13	Advanced Skills	2(p)
14	Bi-Weekly Schedules	2
15	Commuting Allowance	2(h)
16	Contingency Assignment Differential.....	2(t)(1)
17	Continuous Service for Increase	7
18	Decreases.....	7
19	Demotion.....	6
20	Elected Officials.....	2(e)
21	Excepted Positions	7(f)

1	Fire Division	2(c)
2	Foreign Language.....	2(o)(2)
3	Hiring Incentive	2(n)
4	Holiday	16
5	Hourly Rates	2(j)
6	Income Sources	8
7	Within Range and Exceptional Performance Increases	7
8	On-Call Rates.....	2(l)
9	Overtime.....	15
10	Per Performance Rates	2(j)
11	Police Division	2(d)
12	Promotion.....	6
13	Reallocation.....	6
14	Recruitment Rate.....	5
15	Reemployment Rate	5
16	Retention	7(j)
17	Salary Range Limitations	4
18	Starting Salaries	5
19	Shift Differential	2(f)
20	Stipends for Board and Commission Members	2(i)
21	Temporary Assignment Differential	2(t)(2)

1	Time Lines for Payment.....	10
2	Trainee Rates.....	2(k)
3	Transfer	6
4	Units of Work.....	2(j)
5	Vehicle Maintenance and Use Allowance	2(u)
6	Weekend Differential	2(g)
7	Payroll	12, 13
8	Police Division.....	31
9	Relocation	2(m)
10	Retirement.....	27
11	Severability	28
12	Sick Leave.....	18
13	Employees Excluded.....	2(j)
14	Suggestion Program	2(o)(4)
15	Tool Allowance.....	2(s)
16	Vacation	17
17	Employees Excluded.....	2(j), 17
18	Uniform Allowance.....	2(r)
19	Workers' Compensation	24
20	Approved:	

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	

Page 1 of 115
Board Bill Number 47
Spencer
June 2, 2023

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

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

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

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

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

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

Page 21 of 115
Board Bill Number 47
Spencer
June 2, 2023

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

Page 23 of 115
Board Bill Number 47
Spencer
June 2, 2023

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

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

Page 27 of 115
Board Bill Number 47
Spencer
June 2, 2023

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

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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.

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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.

CERTIFICATION OF PAYROLL

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

1 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
2 preceding Friday shall be observed as the holiday.

3 **(b)** In addition to the above eleven (11) designated holidays, employees in Section 2(a) or
4 2(b) of this ordinance who were employed by the Board of Police Commissioners immediately
5 prior to September 1, 2013, shall receive five (5) personal (discretionary) holidays which shall be
6 scheduled in accordance with department policies; Police Division civilian employees hired on
7 or after September 1, 2013, shall receive no personal (discretionary) holidays.

8 In addition to pay for hours physically worked on an official holiday, including any
9 overtime to which the employee is entitled under the pay ordinance, employees in Section 2(a) or
10 2(b) of this ordinance who were employed by the Board of Police Commissioners immediately
11 prior to September 1, 2013, will receive four (4) hours of compensatory time if they are required
12 to work a full eight (8) hour shift that begins on any of the following days:

13 January 1

14 Last Monday in May

15 July 4

16 First Monday in September

17 Fourth Thursday in November

18 December 25

19 In addition to any pay for hours physically worked, including any overtime to which the
20 employee is entitled under the pay ordinance, employees in Section 2(a) or 2(b) of this ordinance
21 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

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:

IN SECTION

7	Length of	Bi-Weekly	Annual
8	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>

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:

IN SECTION

Page 852 of 1283

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.

(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 balances in lieu of scheduling paid leave if their schedules do not permit them to 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.

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

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.**

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(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.

In the event Federal or State legislation is changed in a manner affecting and/or relating to any of the aforementioned Deferred Compensation provisions contained in this Section, the

Board of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation plan accordingly and may execute any and all documents necessary to achieve and effectuate the recommended changes.

SECTION 27.

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.

SECTION(S)

Alphabetical List of Classes	1
Attendance Record.....	14, 15
Changes to Classification Plan.....	11
Codes for Classes	1
Compensatory Time.....	15, 16

1	For Overtime	15
2	In Lieu of Holiday	16
3	Maximum Balance	15
4	Continuous Service	7, 17
5	For Salary Increase	7
6	For Vacation.....	17
7	Conversion to New Pay Schedule.....	9
8	Death Benefit	23
9	Deferred Compensation	26
10	Disability Leave	24
11	Education Reimbursement	3
12	Employment Cycle.....	15
13	Employment Schedule	15
14	Holidays	16
15	Employees Excluded.....	2(j), 16
16	Hours of Work	14
17	Incentive and Award Program	2(o)
18	Insurance Benefits.....	22
19	Jury Leave	25
20	Leaves of Absence	21
21	Emergency	21(d)

1	Excepted Positions, Coverage of	21(c)
2	Family/Medical	21
3	Forced	21(f)
4	Interruption of Continuous Service.....	7(b)
5	Medical Leave.....	19
6	Military Leave.....	20
7	Minimum Hours of Work	14
8	Moving Expenses.....	2(m)
9	Overtime (OVTM)	1, 15
10	Parking Expenses.....	2(v)
11	Pay	
12	Advanced Skills	2(p)
13	Bi-Weekly Schedules.....	2
14	Commuting Allowance	2(h)
15	Contingency Assignment Differential	2(t)(1)
16	Continuous Service for Increase	7
17	Decreases	7
18	Demotion.....	6
19	Elected Officials.....	2(e)
20	Excepted Positions	7(f)
21	Fire Division	2(c)

1	Foreign Language	2(o)(2)
2	Hiring Incentive	2(n)
3	Holiday.....	16
4	Hourly Rates	2(j)
5	Income Sources	8
6	Within Range and Exceptional Performance Increases	7
7	On-Call Rates.....	2(l)
8	Overtime	15
9	Per Performance Rates.....	2(j)
10	Police Division.....	2(d)
11	Promotion.....	6
12	Reallocation	6
13	Recruitment Rate	5
14	Reemployment Rate.....	5
15	Retention	7(j)
16	Salary Range Limitations.....	4
17	Starting Salaries	5
18	Shift Differential	2(f)
19	Stipends for Board and Commission Members	2(i)
20	Temporary Assignment Differential	2(t)(2)
21	Time Lines for Payment.....	10

1	Trainee Rates	2(k)
2	Transfer	6
3	Units of Work	2(j)
4	Vehicle Maintenance and Use Allowance	2(u)
5	Weekend Differential.....	2(g)
6	Payroll	12, 13
7	Police Division.....	31
8	Relocation	2(m)
9	Retirement.....	27
10	Severability	28
11	Sick Leave.....	18
12	Employees Excluded.....	2(j)
13	Suggestion Program	2(o)(4)
14	Tool Allowance.....	2(s)
15	Vacation	17
16	Employees Excluded.....	2(j), 17
17	Uniform Allowance	2(r)
18	Workers' Compensation.....	24
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	

Page 1 of 114
Board Bill Number 48
Bosley
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

Page 12 of 114
Board Bill Number 48
Bosley
June 10, 2022

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

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

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

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

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

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

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

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

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

2 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
3 "T" shall become effective with the start of the first bi-weekly pay period following the effective
4 date of this ordinance.

5 **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

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.

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

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

6 **(l)** The Director of Personnel, with the assistance of appointing authorities concerned, may
7 establish rates and conditions under which compensation may be granted for periods of time during
8 which an employee is away from the job site but restricted in his/her activities because of an
9 assignment by the appointing authority to be available for a call to return to the work site to perform
10 emergency duties. Pay rates and conditions established under the provisions of this Section 2(l)
11 may include reasonable minimum pay guarantees for employees required to return to the work site
12 to perform emergency duties. The provisions of this Section 2(l) shall not be construed to restrict
13 the right of an appointing authority to establish call back procedures for employees as an
14 established condition of employment.

15 **(m)** The Director of Personnel may authorize payment of special recruitment bonuses, travel,
16 moving and related expenses to recruit employees for positions when funds for this purpose are
17 appropriated.

18 **(n)** The Director of Personnel may approve the payment of hiring incentives to current
19 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
20 shall be in any amount up to twenty-five percent (25 percent) of the annual salary of the position
21 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.

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:

1 OVERTIME CODE (OVTM):

2 1 These classes are primarily managerial in nature, but may also include some
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.

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.

Each employee is required to give advance notice (at least 30 days prior to departure when feasible), preferably in writing, of service obligation or intention to perform services in the uniformed services, unless such notice is prevented by military necessity, as determined 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.

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.

8 **SECTION(S)**

9	Alphabetical List of Classes	1
10	Attendance Record.....	14, 15
11	Changes to Classification Plan.....	11
12	Codes for Classes	1
13	Compensatory Time.....	15, 16
14	For Overtime	15
15	In Lieu of Holiday.....	16
16	Maximum Balance	15
17	Continuous Service	7, 17
18	For Salary Increase	7
19	For Vacation.....	17
20	Conversion to New Pay Schedule.....	9
21	Death Benefit	23

1	Deferred Compensation	26
2	Disability Leave	24
3	Education Reimbursement	3
4	Employment Cycle.....	15
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)
10	Insurance Benefits.....	22
11	Jury Leave	25
12	Leaves of Absence	21
13	Emergency	21(d)
14	Excepted Positions, Coverage of	21(c)
15	Family/Medical	21
16	Forced	21(f)
17	Interruption of Continuous Service.....	7(b)
18	Medical Leave.....	19
19	Military Leave.....	20
20	Minimum Hours of Work	14
21	Moving Expenses.....	2(m)

1	Overtime (OVTM)	1, 15
2	Pay	
3	Advanced Skills	2(p)
4	Bi-Weekly Schedules.....	2
5	Commuting Allowance	2(h)
6	Contingency Assignment Differential	2(t)(1)
7	Continuous Service for Increase	7
8	Decreases	7
9	Demotion.....	6
10	Elected Officials.....	2(e)
11	Excepted Positions	7(f)
12	Fire Division	2(c)
13	Foreign Language	2(o)(2)
14	Hiring Incentive	2(n)
15	Holiday.....	16
16	Hourly Rates	2(j)
17	Income Sources	8
18	Within Range and Exceptional Performance Increases	7
19	On-Call Rates.....	2(l)
20	Overtime	15
21	Per Performance Rates	2(j)

1	Police Division.....	2(d)
2	Promotion.....	6
3	Reallocation	6
4	Recruitment Rate	5
5	Reemployment Rate.....	5
6	Retention	7(j)
7	Salary Range Limitations.....	4
8	Starting Salaries	5
9	Shift Differential	2(f)
10	Stipends for Board and Commission Members	2(i)
11	Temporary Assignment Differential	2(t)(2)
12	Time Lines for Payment.....	10
13	Trainee Rates	2(k)
14	Transfer	6
15	Units of Work	2(j)
16	Vehicle Maintenance and Use Allowance	2(u)
17	Weekend Differential.....	2(g)
18	Payroll	12, 13
19	Relocation	2(m)
20	Retirement.....	27
21	Severability	28

1	Sick Leave.....	18
2	Employees Excluded.....	2(j)
3	Suggestion Program	2(o)(4)
4	Tool Allowance.....	2(s)
5	Vacation	17
6	Employees Excluded.....	2(j), 17
7	Uniform Allowance	2(r)
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	

Page 1 of 134
Board Bill Number 200
Howard
January 31, 2020

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

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

Page 5 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 6 of 134
Board Bill Number 200
Howard
January 31, 2020

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

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

Page 10 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 11 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 12 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 15 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 16 of 134
Board Bill Number 200
Howard
January 31, 2020

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

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

Page 19 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 20 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 21 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 22 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 23 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 24 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 25 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 26 of 134
Board Bill Number 200
Howard
January 31, 2020

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

Page 27 of 134
Board Bill Number 200
Howard
January 31, 2020

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

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

Page 30 of 134
Board Bill Number 200
Howard
January 31, 2020

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

1

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

Page 36 of 134
Board Bill Number 200
Howard
January 31, 2020

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

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

(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 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees whose pay grade is denoted with the suffix "M" are only eligible to receive shift differential if they are regularly scheduled to work at least four (4) hours between 4:00 p.m. and 8:00 a.m. the following morning. Employees shall be entitled to receive shift differential compensation for no more than one shift worked between the hours of 4:00 p.m. and 8:00 a.m. Employees who are assigned to work schedules that require them to rotate among three shifts (day, evening, night) on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all three shifts worked.

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.

9
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.

(h) All Commissioned officers, excluding Police Officer Trainees, shall accumulate sick bonus time.

(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
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.

10
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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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.

	SECTION(S)
Alphabetical List of Classes	1
Attendance Record	14, 15
Changes to Classification Plan.....	11

1	Codes for Classes	1
2	Compensatory Time	15, 16
3	For Overtime	15
4	In Lieu of Holiday	16
5	Maximum Balance	15
6	Continuous Service	7, 17
7	For Salary Increase.....	7
8	For Vacation.....	17
9	Conversion to New Pay Schedule	9
10	Death Benefit	23
11	Deferred Compensation	26
12	Disability Leave	24
13	Education Reimbursement	3
14	Employment Cycle.....	15
15	Employment Schedule	15
16	Holidays	16
17	Employees Excluded.....	2(j), 16
18	Hours of Work.....	14
19	Incentive and Award Program	2(o)
20	Insurance Benefits	22
21	Jury Leave	25

1	Leaves of Absence	21
2	Emergency.....	21(d)
3	Excepted Positions, Coverage of	21(c)
4	Family/Medical	21
5	Forced.....	21(f)
6	Interruption of Continuous Service.....	7(b)
7	Medical Leave.....	19
8	Military Leave.....	20
9	Minimum Hours of Work	14
10	Moving Expenses	2(m)
11	Overtime (OVTM)	1, 15
12	Pay	
13	Advanced Skills	2(p)
14	Bi-Weekly Schedules.....	2
15	Commuting Allowance	2(h)
16	Contingency Assignment Differential.....	2(t)(1)
17	Continuous Service for Increase	7
18	Decreases.....	7
19	Demotion.....	6
20	Elected Officials.....	2(e)
21	Excepted Positions	7(f)

1	Fire Division	2(c)
2	Foreign Language.....	2(o)(2)
3	Hiring Incentive	2(n)
4	Holiday	16
5	Hourly Rates	2(j)
6	Income Sources	8
7	Within Range and Exceptional Performance Increases	7
8	On-Call Rates.....	2(l)
9	Overtime.....	15
10	Per Performance Rates	2(j)
11	Police Division	2(d)
12	Promotion.....	6
13	Reallocation.....	6
14	Recruitment Rate.....	5
15	Reemployment Rate	5
16	Retention	7(j)
17	Salary Range Limitations	4
18	Starting Salaries	5
19	Shift Differential	2(f)
20	Stipends for Board and Commission Members	2(i)
21	Temporary Assignment Differential	2(t)(2)

1	Time Lines for Payment.....	10
2	Trainee Rates.....	2(k)
3	Transfer	6
4	Units of Work.....	2(j)
5	Vehicle Maintenance and Use Allowance	2(u)
6	Weekend Differential	2(g)
7	Payroll	12, 13
8	Relocation	2(m)
9	Retirement	27
10	Severability	28
11	Sick Leave.....	18
12	Employees Excluded.....	2(j)
13	Suggestion Program	2(o)(4)
14	Tool Allowance.....	2(s)
15	Vacation	17
16	Employees Excluded.....	2(j), 17
17	Uniform Allowance.....	2(r)
18	Workers' Compensation	24
19		
20		
21	Approved:	

**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**

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

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

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

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		

June 22, 2018

Page 2 of 132

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	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

June 22, 2018

Page 3 of 132

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	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

June 22, 2018

Page 4 of 132

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	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

June 22, 2018

Page 5 of 132

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	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

June 22, 2018

Page 6 of 132

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

June 22, 2018

Page 7 of 132

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	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

June 22, 2018

Page 8 of 132

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	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

June 22, 2018

Page 9 of 132

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	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

June 22, 2018

Page 10 of 132

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	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

June 22, 2018

Page 11 of 132

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	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

June 22, 2018

Page 12 of 132

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	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

June 22, 2018

Page 13 of 132

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	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

June 22, 2018

Page 14 of 132

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	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

June 22, 2018

Page 15 of 132

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	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

June 22, 2018

Page 16 of 132

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	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

June 22, 2018

Page 17 of 132

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

June 22, 2018

Page 18 of 132

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

June 22, 2018

Page 19 of 132

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

June 22, 2018

Page 20 of 132

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	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

June 22, 2018

Page 21 of 132

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	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

June 22, 2018

Page 22 of 132

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

June 22, 2018

Page 23 of 132

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

June 22, 2018

Page 24 of 132

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

June 22, 2018

Page 25 of 132

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

June 22, 2018

Page 26 of 132

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

June 22, 2018

Page 27 of 132

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	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

June 22, 2018

Page 28 of 132

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	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

June 22, 2018

Page 29 of 132

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

June 22, 2018

Page 30 of 132

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

17

18

SECTION 2.

19

OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

20

June 22, 2018

Page 31 of 132

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

June 22, 2018

Page 32 of 132

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

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

June 22, 2018

Page 33 of 132

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

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

June 22, 2018

Page 34 of 132

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

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

June 22, 2018

Page 35 of 132

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

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

June 22, 2018

Page 36 of 132

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 **(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						

June 22, 2018

Page 37 of 132

**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**

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	

June 22, 2018

Page 38 of 132

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

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						

June 22, 2018

Page 39 of 132

**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**

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

June 22, 2018

Page 40 of 132

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

(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.

June 22, 2018

Page 41 of 132

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
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

June 22, 2018

Page 42 of 132

**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 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

June 22, 2018

Page 43 of 132

**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 (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.

21
June 22, 2018

Page 44 of 132

**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 **(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

June 22, 2018

Page 45 of 132

**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**

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

June 22, 2018

Page 46 of 132

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			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

June 22, 2018

Page 47 of 132

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			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

June 22, 2018

Page 48 of 132

**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 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

June 22, 2018

Page 49 of 132

**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 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.

20
June 22, 2018

Page 50 of 132

**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 (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.

June 22, 2018

Page 51 of 132

**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 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.

21
June 22, 2018

Page 52 of 132

**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 **(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

June 22, 2018

Page 53 of 132

**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 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

June 22, 2018

Page 54 of 132

**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 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

June 22, 2018

Page 55 of 132

**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 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**

21
June 22, 2018

Page 56 of 132

**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**

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

June 22, 2018

Page 57 of 132

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 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.

21
June 22, 2018

Page 58 of 132

**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**

(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

June 22, 2018

Page 59 of 132

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 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

June 22, 2018

Page 60 of 132

**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 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

June 22, 2018

Page 61 of 132

**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 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.

19
June 22, 2018

Page 62 of 132

**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**

(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

June 22, 2018

Page 63 of 132

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 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

June 22, 2018

Page 64 of 132

**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**

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:

June 22, 2018

Page 65 of 132

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 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:

June 22, 2018

Page 66 of 132

**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
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

June 22, 2018

Page 67 of 132

**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 (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
June 22, 2018

Page 68 of 132

**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 (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

June 22, 2018

Page 69 of 132

**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 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.

20
June 22, 2018

Page 70 of 132

**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**

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

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

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

(e) 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

June 22, 2018

Page 71 of 132

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 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.

June 22, 2018

Page 72 of 132

**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
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

June 22, 2018

Page 73 of 132

**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 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

June 22, 2018

Page 74 of 132

**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 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.

June 22, 2018

Page 75 of 132

**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
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)

June 22, 2018

Page 76 of 132

**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 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.

21
June 22, 2018

Page 77 of 132

**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**

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.

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

June 22, 2018

Page 78 of 132

**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 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,

June 22, 2018

Page 79 of 132

**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 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-

June 22, 2018

Page 80 of 132

**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 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

June 22, 2018

Page 81 of 132

**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 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

June 22, 2018

Page 82 of 132

**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 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

June 22, 2018

Page 83 of 132

**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 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

June 22, 2018

Page 84 of 132

**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 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
June 22, 2018

Page 85 of 132

**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**

(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.

June 22, 2018

Page 86 of 132

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 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

June 22, 2018

Page 87 of 132

**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 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.

June 22, 2018

Page 88 of 132

**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
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.

June 22, 2018

Page 89 of 132

**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
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

June 22, 2018

Page 90 of 132

**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 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

June 22, 2018

Page 91 of 132

**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 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

June 22, 2018

Page 92 of 132

**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**

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

June 22, 2018

Page 93 of 132

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

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

June 22, 2018

Page 94 of 132

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

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

June 22, 2018

Page 95 of 132

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	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

June 22, 2018

Page 96 of 132

**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**

(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.

June 22, 2018

Page 97 of 132

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 (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.

21
June 22, 2018

Page 98 of 132

**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 (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

June 22, 2018

Page 99 of 132

**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**

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

June 22, 2018

Page 100 of 132

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 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.

21
June 22, 2018

Page 101 of 132

**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 **(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

June 22, 2018

Page 102 of 132

**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 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

June 22, 2018

Page 103 of 132

**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 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

June 22, 2018

Page 104 of 132

**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 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.

21
June 22, 2018

Page 105 of 132

**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 **(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

June 22, 2018

Page 106 of 132

**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 **(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.**

June 22, 2018

Page 107 of 132

**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**

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(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.

(2) Employees in Section 2(a) or 2(b) hired by the Police Division on or after September 1, 2013 shall accrue medical leave as stated above in Section 19(a)(1).

(3) Employees in Section 2(a) or 2(b) hired by the Board of Police Commissioners before September 1, 2013 shall be entitled to all of the sick and medical leave accrued during such employment. Subject to the provisions of Section 19(a), medical leave with pay shall be granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) or 2(b) hired by the

Page 108 of 132

Page 1238 of 1283

Board of Police Commissioners before September 1, 2013, employed by the City and continuously employed by the City on September 1, 2013.

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

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

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

(e) All leave with or without pay for illness, injury, or physical inability to perform assigned 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

June 22, 2018

Page 109 of 132

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 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.

June 22, 2018

Page 110 of 132

**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
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

June 22, 2018

Page 111 of 132

**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 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

June 22, 2018

Page 112 of 132

**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 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

June 22, 2018

Page 113 of 132

**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 (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

June 22, 2018

Page 114 of 132

**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 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.

June 22, 2018

Page 115 of 132

**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
2 **SECTION 22.**

3 **INSURANCE BENEFITS**
4

5 The City of St. Louis is hereby authorized to devise and establish by contract or
6 otherwise plans for life, health, medical, disability, and other insurance coverage deemed
7 necessary for employees in the Classified Service and other employees for the City and their
8 dependents. The Director of Personnel shall develop and administer programs to provide for
9 such coverage. The Director of Personnel shall confer with the Board of Estimate and
10 Apportionment by February 1st of each year regarding coverage plans and the appropriate
11 funding level. The Director shall then be charged with the responsibility of establishing the
12 applicable funding level and remittance rates for the aforementioned plans and certify same to
13 the Comptroller and Budget Director by March 1st of each year. The Director of Personnel
14 may amend said rates as needed.

15
16 **SECTION 23.**

17 **DEATH BENEFIT**
18

19 In the event any employee of the City whose pay is established by this ordinance dies
20 as a result of injuries arising out of and in the course of his/her employment by the City, the
21 City shall pay compensation in accordance with the Missouri Workers' Compensation Law.

June 22, 2018

Page 116 of 132

**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 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

June 22, 2018

Page 117 of 132

**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 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

June 22, 2018

Page 118 of 132

**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 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

June 22, 2018

Page 119 of 132

**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 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.

21
June 22, 2018

Page 120 of 132

**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**

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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

June 22, 2018

Page 122 of 132

**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 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.

June 22, 2018

Page 123 of 132

**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
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:

June 22, 2018

Page 124 of 132

**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
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

June 22, 2018

Page 125 of 132

**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**

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

June 22, 2018

Page 126 of 132

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 (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**

June 22, 2018

Page 127 of 132

**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
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.

	SECTION(S)
12 Alphabetical List of Classes	1
13 Attendance Record	14, 15
14 Changes to Classification Plan.....	11
15 Codes for Classes	1
16 Compensatory Time	15, 16
17 For Overtime	15
18 In Lieu of Holiday	16
19 Maximum Balance	15
20 Continuous Service	7, 17
21 For Salary Increase.....	7

June 22, 2018

Page 128 of 132

**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	For Vacation.....	17
2	Conversion to New Pay Schedule	9
3	Death Benefit	23
4	Deferred Compensation	26
5	Disability Leave	24
6	Education Reimbursement	3
7	Employment Cycle.....	15
8	Employment Schedule	15
9	Holidays	16
10	Employees Excluded.....	2(j), 16
11	Hours of Work.....	14
12	Incentive and Award Program	2(o)
13	Insurance Benefits.....	22
14	Jury Leave	25
15	Leaves of Absence	21
16	Emergency.....	21(d)
17	Excepted Positions, Coverage of	21(c)
18	Family/Medical	21
19	Forced.....	21(f)
20	Interruption of Continuous Service.....	7(b)
21	Medical Leave.....	19

June 22, 2018

Page 129 of 132

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	Military Leave	20
2	Minimum Hours of Work	14
3	Moving Expenses	2(m)
4	Overtime (OVTM)	1, 15
5	Pay	
6	Advanced Skills	2(p)
7	Bi-Weekly Schedules	2
8	Commuting Allowance	2(h)
9	Contingency Assignment Differential.....	2(t)(1)
10	Continuous Service for Increase	7
11	Decreases.....	7
12	Demotion.....	6
13	Elected Officials.....	2(e)
14	Excepted Positions	7(f)
15	Fire Division	2(c)
16	Foreign Language.....	2(o)(2)
17	Hiring Incentive	2(n)
18	Holiday.....	16
19	Hourly Rates	2(j)
20	Income Sources	8
21	Within Range and Exceptional Performance Increases	7

June 22, 2018

Page 130 of 132

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	On-Call Rates	2(l)
2	Overtime	15
3	Per Performance Rates	2(j)
4	Police Division	2(d)
5	Promotion	6
6	Reallocation	6
7	Recruitment Rate	5
8	Reemployment Rate	5
9	Retention	7(j)
10	Salary Range Limitations	4
11	Starting Salaries	5
12	Shift Differential	2(f)
13	Stipends for Board and Commission Members	2(i)
14	Temporary Assignment Differential	2(t)(2)
15	Time Lines for Payment	10
16	Trainee Rates	2(k)
17	Transfer	6
18	Units of Work	2(j)
19	Vehicle Maintenance and Use Allowance	2(t)
20	Weekend Differential	2(g)
21	Payroll	12, 13

June 22, 2018

Page 131 of 132

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	Relocation	2(m)
2	Retirement	27
3	Severability	28
4	Sick Leave	18
5	Employees Excluded	2(j)
6	Suggestion Program	2(o)(4)
7	Tool Allowance	2(s)
8	Vacation	17
9	Employees Excluded	2(j), 17
10	Uniform Allowance	2(r)
11	Workers' Compensation	24
12		
13		
14	Approved:	

June 22, 2018

Page 132 of 132

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

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 __x__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 __x__No

- If yes, then is there a similar existing program or administrative subdivision?

____Yes __x__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? _____

FISCAL NOTE

BOARD BILL NUMBER 12

Preparer's Name Cheryl Campbell

Phone Number or Email Address (will be available publicly) campbellch@stlouis-mo.gov

Bill Sponsor Alderman Rasheen Aldridge Jr.

Bill Synopsis:	<i>An ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Classified Service, including adoption of a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 71963; allocating employees to grades with rates; and including an emergency clause.</i>
Type of Impact:	<i>Indeterminate (Citywide Personnel Costs)</i>
Agencies Affected:	<i>All City departments employing Classified Service employees</i>

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? X Yes 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 ☒ 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? ☒ Yes ☐ No
 - If yes, explain the impact and the estimated cost:

The bill establishes a comprehensive compensation plan, including revised salary ranges, pay schedules, and additional compensation provisions applicable to all Classified Service employees. These changes are expected to increase personnel-related expenditures across multiple departments. The number of affected employees, their current salaries, and the extent of adjustments are not specified in the Board Bill language; therefore, total fiscal impact cannot be determined.

- 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:

The bill results in increased annual operating costs associated with implementation of a revised compensation plan, including salary adjustments, pay range modifications, differentials, incentives, and other compensation-related provisions. No equipment or maintenance costs are

identified in the Board Bill language. The number of affected employees and their current compensation levels are not specified in the Board Bill language; therefore, total fiscal impact cannot be determined. Funding would be dependent on departmental appropriations.

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	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	\$0	\$0	\$0
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>
Additional Revenue	\$0	\$0	\$0
Net	<i>Indeterminate</i>	<i>Indeterminate</i>	<i>Indeterminate</i>

- Describe any assumptions used in preparing this fiscal note:

This fiscal note is based on review of the Board Bill language. The ordinance establishes a citywide compensation framework but does not include detailed cost estimates, employee counts, current compensation levels, or implementation funding. As a result, fiscal impact cannot be quantified and is assumed to be driven by personnel-related expenditures across departments.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

This fiscal note was prepared based on review of the language contained within the Board Bill.

- Have the financial estimates of this bill been verified by the City Budget Division?

☐ Yes ☒ No

 - If yes, by whom? _____ .

RESOLUTION NUMBER 34
TO APPROVE THE 2026 GARDENSIDE SUBDIVISION SPECIAL BUSINESS
DISTRICT BUDGET

WHEREAS, Gardenside Subdivision Special Business District, established by Ordinance Number 65508, approved May 23, 2002, and subsequently renewed by Ordinance Number 67181, approved August 1, 2006, by Ordinance Number 69099, approved March 6, 2012, and by Ordinance Number 71699, approved July 12, 2023, is required by Section 7 of Ordinance Number 71699 to file with the Board of Aldermen its annual budget for the funds collected by the Collector of Revenue; and

WHEREAS, the Board of Commissioners of said District met on October 16, 2025 to consider the budgetary requirements of the Special Business District, and after publishing notice as required by Section 7 of Ordinance Number 71699 approved a budget for 2026; and

WHEREAS, on October 24, 2025, the Board of Aldermen approved Resolution 132, approving the 2026 Budget for the Gardenside Subdivision Special Business District; and

WHEREAS, thereafter, it was discovered that, due to a scrivener's error, the budget submitted to the Board of Aldermen contained incorrect budgetary figures; and

WHEREAS, said Board of Commissioners respectfully requests that the Board of Aldermen approve the amended budget attached hereto as Exhibit A for the year beginning January 1, 2026 and ending December 31, 2026 for consideration and approval by this Honorable Board of Aldermen.

NOW THEREFORE, BE IT RESOLVED by this Honorable Board of Aldermen that the 2026 amended budget for the Gardenside Subdivision Special Business District, as set forth in Exhibit A, attached hereto and incorporated by reference, is hereby approved.

Introduced on this 5th day of June, 2026 by

Honorable Matthew Devoti, Alderman

Adopted this 5th day of June, 2026, as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan Green
President, Board of Aldermen

EXHIBIT A

[*insert Gardenside SBD 2026 budget here*]

**Gardenside Subdivision Special Business District
Budget vs. Actual Report**

	2026 Budget	Amended 2026 Budget
Projected Revenues:		
Est. Fund Balance Jan 1, 2026	101,129.11	101,129.11
Estimated 2025 Tax Revenue	81,646.00	81,646.00
Total Projected Revenue	171,625.00	182,775.11

The 2026 Budget reflects a reduction in tax revenue. The rate was decreased from .55 to .30 per 100 of assessed value. Expenditures show an increase in allocation to security detail, advertising/public notices and an additional expenditure for security equipment.

Proposed Expenditures:		
Operations		
Advertising	2,500.00	2,500.00
Bank Charges		15.00
Information Technology	200.00	200.00
Insurance	1,500.00	1,200.00
Post Office Box		150.00
Professional Services	3,000.00	3,000.00
Security Detail	118,000.00	130,000.00
Security Equipment	3,500.00	3,500.00
Total Expenditures	128,700.00	140,565.00

Included are the preceding years financials, actuals vs. budget. 2025 reflects year to date through September 30, 2024.

	2025 Actual YTD	2025 Budget	2024 Actual	2024 Budget	2023 Actual	2023 Budget
Revenue and Expenditures						
Revenues:						
Direct Public Support						
Tax Revenue Disbursed	126,555.71	118,939.00	0.00	0.00	158,910.84	162,004.67
Total Direct Public Support	126,555.71	118,939.00	0.00	0.00	158,910.84	162,004.67
Rollover Funds Preceding Year	55,042.87	52,686.00	152,745.85	138,364.77	33,760.93	0.00
Interest Earned	616.27	0.00	419.52	0.00	0.00	0.00
Total Revenue	182,214.85	171,625.00	153,165.37	138,364.77	192,671.77	162,004.67
Expenditures:						
Operations						
Advertising	0.00	1,800.00	202.00	300.00	18.92	100.00
Bank Fees	15.00	0.00	1.50	0.00	0.00	0.00
Information Technology	158.66	200.00	19.00	600.00	0.00	50.00
Insurance	0.00	1,500.00	2,400.00	1,500.00	1,267.00	1,200.00
Post Office Box	132.00	0.00	0.00	0.00	0.00	0.00
Professional Services	2,000.00	3,000.00	1,200.00	4,500.00	0.00	4,500.00
Security Detail	65,445.00	118,000.00	94,300.00	96,000.00	38,640.00	115,200.00
Security Equipment	0.00	3,500.00	0.00	0.00	0.00	0.00
Total Operations	67,750.66	128,000.00	98,122.50	102,900.00	39,925.92	121,050.00
Total Expenditures	67,750.66	128,000.00	98,122.50	102,900.00	39,925.92	121,050.00
Net Revenues:	114,464.19	43,625.00	55,042.87	35,464.77	152,745.85	40,954.67
Rollover Funds Succeeding Year	TBD		55,042.87		152,745.85	

RESOLUTION NUMBER 33
RECOMMENDING THAT THE CITY OF ST. LOUIS PORT AUTHORITY PROVIDE
PERSONAL PROPERTY TAX ABATEMENT FOR A PROJECT AT 611 MARCEAU AVENUE

WHEREAS, pursuant to Ordinance Nos. 56707 and 56939 and in accordance with Chapter 68 of the Revised Statutes of Missouri, as amended (the “Port Authority Act”), The City of St. Louis, Missouri created the City of St. Louis Port Authority (the “Port Authority”); and

WHEREAS, as stated in the Port Authority Act, the Port Authority’s purpose is “to promote the general welfare, to promote development within the port district, to encourage private capital investment by fostering the creation of industrial facilities and industrial parks within the port district and to endeavor to increase the volume of commerce, and to promote the establishment of a foreign trade zone within the port districts;” and

WHEREAS, Winland Foods, Inc. (the “Company”) desires to expand its production lines at its pasta making facility located at 611 Marceau Avenue, which is within the Port Authority’s port district boundaries, by acquiring and installing approximately \$35,000,000 of new equipment (the “Project”); and

WHEREAS, completion of the Project will lead to the creation of approximately 25 jobs with average wages between \$48,460 and \$70,720 and the retention of 90 existing jobs; and

WHEREAS, by participating in an industrial revenue bond transaction, whereby personal property is acquired by the Port Authority and leased to the Company, the Port Authority is able to facilitate personal property tax abatement for the Project; and

WHEREAS, completion of the Project will improve the general welfare of the City by retaining jobs and earnings and payroll tax revenues within the City and fostering private capital investment within the Port Authority’s port district boundaries.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of St. Louis that the Board of Aldermen hereby recommends that the Port Authority participate in an industrial revenue bond transaction with the Company to provide 10 years of 80% personal property tax abatement for the Project.

Introduced this 29th day of May, 2026 by:

The Honorable Anne Schweitzer, Alderwoman 1st Ward

Cosponsors:

The Honorable Shane Cohn, Alderman 3rd Ward

The Honorable Michael Browning, Alderman 9th Ward

The Honorable Laura Keys, Alderwoman 11th Ward

Adopted this 29th day of May, 2026, as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan E. Green
President, Board of Aldermen

RESOLUTION NUMBER 36
HONORING DR. JEROME KATZ

WHEREAS, Dr. Jerome Katz has devoted nearly four decades of distinguished service to Saint Louis University, helping build one of the nation's most respected and enduring entrepreneurship programs; and

WHEREAS, through his leadership, teaching, mentorship, and scholarship, Dr. Katz has helped shape generations of entrepreneurs, business leaders, educators, and innovators whose impact has extended throughout Missouri, across the United States, and around the world; and

WHEREAS, Saint Louis University's entrepreneurship programs have remained nationally ranked for more than thirty years and are recognized as among the oldest and most respected university entrepreneurship programs in the country; and

WHEREAS, Dr. Katz is widely regarded as one of the pioneers and global thought leaders in modern entrepreneurship education, helping transform entrepreneurship from a niche academic discipline into a respected field of study embraced by universities worldwide; and

WHEREAS, Dr. Katz is the author of Entrepreneurial Small Business, one of the world's leading entrepreneurship textbooks, used by universities and students across the globe to educate future entrepreneurs and innovators; and

WHEREAS, Dr. Katz founded the Billiken Angel Network, an innovative university-based angel investment network that helped connect investors, entrepreneurs, students, and mentors while supporting startup companies throughout the St. Louis region and beyond; and

WHEREAS, under Dr. Katz's leadership, the Billiken Angel Network became one of the Midwest's most active angel investment organizations, helping launch and support companies that strengthened the regional economy while also playing a meaningful role in shaping the modern St. Louis startup ecosystem and entrepreneurial culture; and

WHEREAS, Dr. Katz has consistently championed experiential learning, mentorship, ethical leadership, and the belief that entrepreneurship can serve as a force for opportunity, innovation, and economic growth; and

WHEREAS, beyond his extraordinary professional accomplishments, Dr. Katz has earned the admiration and affection of colleagues, students, founders, and friends through his generosity, humor, storytelling, wisdom, and unwavering commitment to helping others succeed; and

WHEREAS, Dr. Katz's influence extends far beyond the classroom, leaving a lasting imprint on the entrepreneurial identity, innovation economy, and startup culture of the St. Louis region through decades of mentorship, investment, leadership, and community building; and

WHEREAS, the City of St. Louis is proud to recognize individuals whose leadership and service have created lasting impact upon education, entrepreneurship, innovation, and community development; and

NOW THEREFORE BE IT RESOLVED, that the Board of Aldermen of the City of St. Louis hereby honors and celebrates Dr. Jerome Katz upon his retirement from Saint Louis University and extends sincere gratitude for his extraordinary contributions to entrepreneurship education, the St. Louis innovation community, and the countless lives he has positively influenced throughout his remarkable career; and

BE IT FURTHER RESOLVED, that the members of the Board of Aldermen join Dr. Katz’s family, friends, colleagues, students, former students, and the broader entrepreneurial community in wishing him happiness, health, continued adventure, and well-earned success in his retirement and future endeavors.

Introduced this 5th Day of June 2026 by:

The Honorable Rasheen Aldridge, Alderman of the 14th Ward

Adopted this 5th Day of June 2026 as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan Green
President, Board of Aldermen

**RESOLUTION NUMBER 37
HONORING MR. RAYMOND B. FLOJO**

WHEREAS, Raymond B. Flojo is resigning from the Office of the City Counselor after over 20 years of service; and

WHEREAS, following his graduations from Truman State University in 1995 and Saint Louis University School of Law in 1998 and work in private practice, Mr. Flojo carried out his duties with the City Counselor's Office with a professional demeanor and dedication that have gained his admiration and respect of his colleagues, peers and clients;

WHEREAS, Mr. Flojo served as a member of the City Counselor's office since August 2005; and

WHEREAS, Mr. Flojo provided multifaceted legal advice and representation to the Police Division and REJIS; and

WHEREAS, Mr. Flojo represented numerous City agencies in various legal matters before the Civil Service Commission, Police Retirement System, other administrative agencies, state court, and federal court; and

WHEREAS, Mr. Flojo's legal advice protected the integrity and functionality of many City agencies and assisted City staff in carrying out their missions successfully and legally; and

WHEREAS, the City of St. Louis wishes to convey its appreciation of Mr. Flojo for his many years of dedicated service to the City and its community and express its best wishes for future endeavors,

NOW THEREFORE BE IT RESOLVED, by this Honorable Board of Aldermen of the City of St. Louis that we pause in our deliberations to recognize and honor the work of Raymond B. Flojo and his contributions to legal matters for the City. 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 be presented to Mr. Flojo by the Office of the City Counselor.

Introduced this 5th Day of June 2026 by:
The Honorable Matt Devoti, Alderman of the 5th Ward

Adopted this 5th Day of June 2026 as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan Green
President, Board of Aldermen

RESOLUTION NUMBER 38

RECOGNIZING THE 70th ANNIVERSARY OF LEGAL SERVICES OF EASTERN MISSOURI

WHEREAS, in 1956, the Legal Aid Society of the City and County of St. Louis was incorporated; and

WHEREAS, in that year, offices were established in both St. Louis City and St. Louis County; and

WHEREAS, members of the Society included the City and County Bar Associations, The Lawyers Association, The Mound City Bar Association, faculty of Saint Louis University and Washington University Law Schools, and community members who represented those unable to pay for legal services; and

WHEREAS, today Legal Services of Eastern Missouri has offices in Saint Louis, Clayton, Union, and Hannibal, Missouri that provide free legal assistance to low-income clients and families in 21 Eastern Missouri counties; and

WHEREAS, Legal Services of Eastern Missouri helps families achieve safer, healthier, and more productive lives; and

WHEREAS, Legal Services of Eastern Missouri promotes the wellbeing of neighborhoods and communities throughout Missouri by providing equal access to justice; and

WHEREAS, in the past 70 years, Legal Services of Eastern Missouri has helped more than 1 million Missourians through free legal representation, advocacy, and counsel.

NOW THEREFORE BE IT RESOLVED by this Honorable Board of Aldermen of the City of St. Louis that we pause in our deliberations to recognize the 70th Anniversary of Legal Services of Eastern Missouri in recognition of the many contributions that Legal Services of Eastern Missouri has made to improving the lives of Missourians for 70 years.

Introduced this 5th day of June 2026 by:

The Honorable Jami Cox Antwi, Alderwoman 8th Ward

Adopted this 5th day of June 2026 as attested by:

Sharita Rogers
Clerk, Board of Aldermen

Megan E. Green
President, Board of Aldermen