

1 **BOARD BILL NO.** **INTRODUCED BY:**

2

3 An ordinance to regulate employer and employee working relationships between the
4 City of St. Louis and all employees under the Classified Service, including a compensation
5 plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a
6 Deferred Compensation Plan; repealing Ordinance 71963; allocating certain other employees
7 to a grade with rate; and including an emergency clause. This ordinance shall be in full force
8 and effect from and after June 14, 2026 and shall remain in effect until amended or repealed
9 by the Board of Aldermen.

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

12

13 **SECTION 1.**

14 **ALPHABETICAL LIST OF CLASSES**

15

16 (a) Beginning with the effective date of this ordinance, the following positions in the City
17 Service with bi-weekly rates are hereby allocated as listed below in accordance with the
18 classification plan by the Director of Personnel to a grade and overtime code in the following
19 section with rates established in Section 2 of this ordinance in accordance with Section 3(a)
20 and Section 9(e) of Article XVIII of the City Charter.

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GRADE/

23

TITLE

CODE SCHEDULE OVTM

| | | | | | |
|----|--|------|-----|---|---|
| 1 | Abatement and Exemption Analyst | 1424 | 210 | G | 3 |
| 2 | Account Technician | 1142 | 203 | G | 3 |
| 3 | Accountant I | 1442 | 210 | G | 2 |
| 4 | Accountant II | 1444 | 212 | G | 1 |
| 5 | Accounting Manager | 1446 | 217 | M | 1 |
| 6 | Accounting Officer | 1447 | 214 | M | 1 |
| 7 | Accounting Supervisor | 1443 | 213 | M | 1 |
| 8 | Administrative Assistant I | 1621 | 205 | G | 3 |
| 9 | Administrative Assistant II | 1622 | 208 | G | 3 |
| 10 | Administrative Assistant III | 1623 | 211 | M | 1 |
| 11 | Administrative Assistant to the Mayor | 1721 | 208 | G | 1 |
| 12 | Air Pollution Inspector | 3922 | 205 | G | 3 |
| 13 | Airfield Maintenance Foreman | 3322 | 208 | G | 3 |
| 14 | Airfield Maintenance Supervisor | 1638 | 210 | M | 2 |
| 15 | Airfield Maintenance Worker | 3324 | 205 | G | 3 |
| 16 | Airfield Maintenance Worker (Lead) | 3327 | 207 | G | 3 |
| 17 | Airfield Operations Specialist | 1631 | 208 | G | 3 |
| 18 | Airfield Operations Specialist (Lead) | 1635 | 210 | G | 3 |
| 19 | Airfield Painter/Maintenance Worker | 3247 | 206 | T | 3 |
| 20 | Airfield Painter/Maintenance Worker (Lead) | 3248 | 208 | T | 3 |
| 21 | Airport Assistant Director Air Service and | | | | |
| 22 | Business Development | 1688 | 222 | M | 1 |

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|----|---|------|-----|---|---|
| 1 | Airport Assistant Director Airside Operations | 1634 | 222 | M | 1 |
| 2 | Airport Assistant Director Community Programs | 1655 | 222 | M | 1 |
| 3 | Airport Assistant Director Finance and Accounting | 1651 | 222 | M | 1 |
| 4 | Airport Assistant Director Landside Operations | 1633 | 222 | M | 1 |
| 5 | Airport Assistant Director Planning and Engineering | 1653 | 222 | M | 1 |
| 6 | Airport Building Maintenance Supervisor | 1684 | 208 | M | 2 |
| 7 | Airport Deputy Director Finance and Administration | 1686 | 226 | M | 1 |
| 8 | Airport Deputy Director Operations | 1639 | 226 | M | 1 |
| 9 | Airport Deputy Director Planning and Development | 1652 | 226 | M | 1 |
| 10 | Airport Emergency Preparedness Coordinator | 1630 | 208 | G | 3 |
| 11 | Airport Fleet Maintenance Manager | 3273 | 216 | M | 1 |
| 12 | Airport Operations Supervisor | 1636 | 215 | M | 2 |
| 13 | Airport Planning Manager | 1656 | 219 | M | 1 |
| 14 | Airport Police Captain | 2145 | 214 | M | 1 |
| 15 | Airport Police Chief | 2147 | 220 | M | 1 |
| 16 | Airport Police Lieutenant | 2144 | 212 | G | 2 |
| 17 | Airport Police Officer | 2141 | 207 | G | 3 |
| 18 | Airport Police Sergeant | 2143 | 209 | G | 3 |
| 19 | Airport Power Plant Manager | 1687 | 215 | M | 1 |
| 20 | Airport Properties Division Manager | 1654 | 219 | M | 1 |
| 21 | Airport Properties Inspector | 4222 | 208 | G | 3 |
| 22 | Airport Properties Specialist | 1681 | 211 | G | 3 |

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|----|---|------|-----|---|---|
| 1 | Airport Properties Supervisor | 1682 | 213 | G | 3 |
| 2 | Airport Risk Manager | 1683 | 212 | G | 3 |
| 3 | Airport Traffic Officer | 2172 | 205 | G | 3 |
| 4 | Animal Caregiver | 2115 | 201 | G | 3 |
| 5 | Animal Care and Control Officer | 2113 | 204 | G | 3 |
| 6 | Animal Regulation Center Supervisor | 2116 | 208 | G | 3 |
| 7 | Arborist | 3654 | 210 | G | 1 |
| 8 | Architect | 4433 | 212 | G | 1 |
| 9 | Architectural Manager | 4434 | 217 | M | 1 |
| 10 | Assessor | 1439 | 225 | M | 1 |
| 11 | Asset Manager | 1486 | 222 | M | 1 |
| 12 | Assistant Fire Chief | 2235 | 81 | F | 1 |
| 13 | Assistant Mechanical Maintenance Worker | 3412 | 203 | G | 3 |
| 14 | Attorney I | 2361 | 215 | G | 1 |
| 15 | Attorney II | 2362 | 217 | G | 1 |
| 16 | Attorney III | 2363 | 219 | G | 1 |
| 17 | Attorney IV | 2367 | 225 | G | 1 |
| 18 | Attorney Manager | 2364 | 226 | M | 1 |
| 19 | Audit Coordinator | 1474 | 211 | G | 1 |
| 20 | Audit Manager | 1475 | 216 | M | 1 |
| 21 | Audit Supervisor | 1473 | 213 | M | 1 |
| 22 | Auditor | 1472 | 210 | G | 2 |

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|----|--|------|-----|---|---|
| 1 | Battalion Fire Chief | 2227 | 77 | F | 2 |
| 2 | Benefits Specialist | 1545 | 207 | G | 3 |
| 3 | Benefits Technician | 1541 | 206 | G | 3 |
| 4 | Billing Supervisor | 1192 | 212 | G | 3 |
| 5 | Blacksmith | 3231 | 210 | T | 3 |
| 6 | Budget Analyst | 1461 | 214 | G | 3 |
| 7 | Budget Analyst II | 1462 | 215 | G | 3 |
| 8 | Budget Director | 1468 | 226 | M | 1 |
| 9 | Budget Manager | 1466 | 217 | M | 1 |
| 10 | Building Inspection Manager I | 3856 | 214 | M | 1 |
| 11 | Building Inspection Manager II | 3857 | 216 | M | 1 |
| 12 | Building Inspection Supervisor | 3855 | 213 | G | 3 |
| 13 | Building Inspector I | 3851 | 209 | T | 3 |
| 14 | Building Inspector II | 3852 | 210 | T | 3 |
| 15 | Building Maintenance and Operations Supervisor | 3753 | 211 | G | 3 |
| 16 | Building Maintenance Worker | 3411 | 203 | G | 3 |
| 17 | Buyer | 1223 | 210 | G | 3 |
| 18 | CAD Technician | 4422 | 203 | G | 3 |
| 19 | Capital Improvement Project Liaison | 4344 | 210 | G | 3 |
| 20 | Carpenter | 3211 | 209 | T | 3 |
| 21 | Carpenter (Lead) | 3212 | 211 | T | 3 |
| 22 | Carpenter Foreman | 3213 | 213 | T | 3 |

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|----|---|------|-----|---|---|
| 1 | Chemist | 3552 | 211 | G | 2 |
| 2 | Chemistry Supervisor | 3553 | 214 | G | 1 |
| 3 | Chief Medical Officer | 5687 | 225 | M | 1 |
| 4 | Chief of Staff | 1737 | 230 | M | 1 |
| 5 | Chief Paramedic | 5721 | 219 | M | 1 |
| 6 | Chief Plan Examiner | 4233 | 218 | M | 1 |
| 7 | City Counselor | 2368 | 230 | M | 1 |
| 8 | City Court Administrator | 1676 | 220 | M | 1 |
| 9 | City Court Judge | 2369 | 222 | G | 1 |
| 10 | City Planning Executive | 4143 | 224 | M | 1 |
| 11 | City Register | 1661 | 212 | M | 1 |
| 12 | City Surveyor | 4293 | 213 | G | 3 |
| 13 | Civil Engineer I | 4241 | 213 | G | 2 |
| 14 | Civil Engineer II | 4242 | 215 | G | 1 |
| 15 | Civil Engineer III | 4243 | 217 | G | 1 |
| 16 | Civil Engineer III/Computer Network Coordinator | 4244 | 217 | G | 1 |
| 17 | Civil Engineer Supervisor | 4245 | 218 | M | 1 |
| 18 | Clerical Supervisor | 1115 | 207 | G | 3 |
| 19 | Client Service Coordinator I | 6147 | 205 | G | 3 |
| 20 | Client Service Coordinator II | 6148 | 208 | G | 3 |
| 21 | Commissioner of Buildings | 3858 | 226 | M | 1 |
| 22 | Commissioner of Civilian Oversight | 2179 | 219 | M | 1 |

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|----|---------------------------------------|------|-----|---|---|
| 1 | Commissioner of Communications | 1811 | 220 | M | 1 |
| 2 | Commissioner of Community Mediation | 2389 | 219 | M | 1 |
| 3 | Commissioner of Corrections | 2373 | 226 | M | 1 |
| 4 | Commissioner of Emergency Management | 2181 | 220 | M | 1 |
| 5 | Commissioner of Equipment Services | 3277 | 224 | M | 1 |
| 6 | Commissioner of Excise | 2193 | 220 | M | 1 |
| 7 | Commissioner of Facilities Management | 3755 | 224 | M | 1 |
| 8 | Commissioner of Forestry | 3644 | 224 | M | 1 |
| 9 | Commissioner of Health | 5688 | 229 | M | 1 |
| 10 | Commissioner of Parks | 3645 | 224 | M | 1 |
| 11 | Commissioner of Recreation | 7137 | 224 | M | 1 |
| 12 | Commissioner of Refuse | 3135 | 224 | M | 1 |
| 13 | Commissioner of Streets | 4248 | 224 | M | 1 |
| 14 | Commissioner of Supply | 1229 | 221 | M | 1 |
| 15 | Commissioner of Towing | 3349 | 220 | M | 1 |
| 16 | Commissioner of Traffic | 4283 | 224 | M | 1 |
| 17 | Commissioner of Violence Prevention | 2153 | 226 | M | 1 |
| 18 | Commissioner of Water | 4329 | 226 | M | 1 |
| 19 | Commissioner on the Disabled | 6163 | 220 | M | 1 |
| 20 | Communications Center Coordinator | 2161 | 212 | G | 3 |
| 21 | Communications Equipment Installer | 1869 | 204 | T | 3 |
| 22 | Communications Service Center Manager | 1865 | 220 | M | 1 |

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|----|---|------|-----|---|---|
| 1 | Communications Service Center Specialist I | 1861 | 209 | G | 3 |
| 2 | Communications Service Center Specialist II | 1862 | 211 | G | 3 |
| 3 | Communications Service Center Supervisor | 1864 | 215 | M | 1 |
| 4 | Community Development Planner I | 4121 | 211 | G | 3 |
| 5 | Community Development Planner II | 4122 | 212 | G | 3 |
| 6 | Community Development Planner III | 4126 | 213 | G | 1 |
| 7 | Community Development Research Analyst | 4184 | 213 | G | 3 |
| 8 | Community Development Specialist | 4124 | 210 | G | 3 |
| 9 | Community Development Supervisor | 4127 | 215 | M | 1 |
| 10 | Community Health Worker | 5624 | 203 | G | 3 |
| 11 | Community Program Aide | 6171 | 203 | G | 3 |
| 12 | Comptroller | 1489 | 2 | E | 1 |
| 13 | Concrete Finisher | 3283 | 207 | T | 3 |
| 14 | Construction and Maintenance Manager | 3759 | 219 | M | 1 |
| 15 | Construction Equipment Foreman I | 3334 | 212 | T | 3 |
| 16 | Construction Equipment Foreman II | 3335 | 213 | T | 3 |
| 17 | Construction Equipment Operator I | 3332 | 209 | T | 3 |
| 18 | Construction Equipment Operator II | 3333 | 210 | T | 3 |
| 19 | Construction Project Leader | 4346 | 215 | G | 3 |
| 20 | Contract Compliance Officer | 1662 | 211 | G | 2 |
| 21 | Contract Specialist | 1663 | 208 | G | 3 |
| 22 | Contract Supervisor | 1664 | 213 | G | 3 |

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|----|---|------|-----|---|---|
| 1 | Contract Supervisor for the Comptroller | 1665 | 215 | M | 1 |
| 2 | Correctional Case Worker | 2337 | 204 | G | 3 |
| 3 | Correctional Chief of Security | 2338 | 212 | M | 1 |
| 4 | Correctional Classification Assistant | 2333 | 203 | G | 3 |
| 5 | Correctional Investigator | 2339 | 203 | G | 3 |
| 6 | Correctional Officer I | 2331 | 205 | G | 3 |
| 7 | Correctional Officer II | 2332 | 206 | G | 3 |
| 8 | Correctional Program Manager | 2374 | 213 | M | 1 |
| 9 | Correctional Shift Supervisor | 2335 | 208 | G | 3 |
| 10 | Correctional Training Coordinator | 2381 | 208 | G | 2 |
| 11 | Correctional Training Officer | 2384 | 207 | G | 3 |
| 12 | Correctional Unit Manager | 2375 | 212 | M | 1 |
| 13 | Court Room Clerk | 1118 | 202 | G | 3 |
| 14 | Court Room Clerk Coordinator | 1119 | 203 | G | 3 |
| 15 | Cultural Resources Director | 1674 | 219 | M | 1 |
| 16 | Custodian | 3711 | 202 | G | 3 |
| 17 | Custodian (Lead) | 3712 | 203 | G | 3 |
| 18 | Customer Service Manager | 1189 | 215 | M | 1 |
| 19 | Customer Service Representative I | 1116 | 203 | G | 3 |
| 20 | Customer Service Representative II | 1117 | 204 | G | 3 |
| 21 | Customer Service Supervisor | 1185 | 206 | M | 2 |
| 22 | Data Entry Supervisor | 1315 | 206 | G | 3 |

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|----|--|------|-----|---|---|
| 1 | Data Processing Manager | 1365 | 221 | M | 1 |
| 2 | Deputy Airport Police Chief | 2146 | 217 | M | 1 |
| 3 | Deputy Assessor | 1435 | 221 | M | 1 |
| 4 | Deputy Budget Director | 1467 | 220 | M | 1 |
| 5 | Deputy Chief Paramedic | 5724 | 216 | M | 1 |
| 6 | Deputy City Counselor | 2366 | 228 | M | 1 |
| 7 | Deputy City Engineer | 4316 | 228 | M | 1 |
| 8 | Deputy Commissioner of Buildings | 3859 | 224 | M | 1 |
| 9 | Deputy Commissioner of Corrections | 2376 | 224 | M | 1 |
| 10 | Deputy Commissioner of Equipment Services | 3275 | 219 | M | 1 |
| 11 | Deputy Commissioner of Refuse | 3134 | 219 | M | 1 |
| 12 | Deputy Commissioner of Supply | 1228 | 218 | M | 1 |
| 13 | Deputy Comptroller | 1488 | 228 | M | 1 |
| 14 | Deputy Director of Civil Rights Enforcement Agency | 6138 | 215 | M | 1 |
| 15 | Deputy Director of Employment and Training | 6228 | 221 | M | 1 |
| 16 | Deputy Director of Human Services | 6168 | 225 | M | 1 |
| 17 | Deputy Director of Personnel | 1528 | 226 | M | 1 |
| 18 | Deputy Director of Planning and Urban Design | 4188 | 224 | M | 1 |
| 19 | Deputy Director of Public Safety | 2152 | 227 | M | 1 |
| 20 | Deputy Fire Chief | 2231 | 78 | F | 1 |
| 21 | Desktop Support Specialist | 1328 | 206 | G | 3 |
| 22 | Detention Center Superintendent | 2371 | 221 | M | 1 |

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|----|---|------|-----|---|---|
| 1 | Digital/Printing Press Operator | 2412 | 201 | T | 3 |
| 2 | Director of Airports | 1658 | 230 | M | 1 |
| 3 | Director of Civil Rights Enforcement Agency | 6139 | 219 | M | 1 |
| 4 | Director of Community Development | 4144 | 228 | M | 1 |
| 5 | Director of Employment and Training | 6229 | 225 | M | 1 |
| 6 | Director of Health and Hospitals | 5589 | 229 | M | 1 |
| 7 | Director of Human Services | 6169 | 226 | M | 1 |
| 8 | Director of Information Technology | 1367 | 229 | M | 1 |
| 9 | Director of Parks, Recreation and Forestry | 3649 | 228 | M | 1 |
| 10 | Director of Personnel | 1529 | 228 | M | 1 |
| 11 | Director of Planning and Urban Design | 4186 | 227 | M | 1 |
| 12 | Director of Public Safety | 2151 | 228 | M | 1 |
| 13 | Director of Public Utilities | 4349 | 229 | M | 1 |
| 14 | Director of Streets | 4249 | 229 | M | 1 |
| 15 | Disabled Services Representative | 6173 | 203 | G | 3 |
| 16 | Document Specialist | 5643 | 202 | G | 3 |
| 17 | Electrical Engineer | 4261 | 215 | G | 1 |
| 18 | Electrical Engineer (Senior) | 4262 | 217 | G | 1 |
| 19 | Electrical Inspection Supervisor | 3815 | 214 | G | 3 |
| 20 | Electrical Inspector I | 3811 | 210 | T | 3 |
| 21 | Electrical Inspector II | 3812 | 211 | T | 3 |
| 22 | Electrical Supervisor | 3226 | 214 | M | 2 |

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|----|--|------|-----|---|---|
| 1 | Electrician | 3223 | 212 | T | 3 |
| 2 | Electrician (Lead) | 3224 | 213 | T | 3 |
| 3 | Electrician Foreman | 3225 | 215 | T | 3 |
| 4 | Electronic Control Systems Technician | 3442 | 208 | T | 3 |
| 5 | Electronic Instrument Technician | 3443 | 208 | T | 3 |
| 6 | Electronic Technician Supervisor | 3444 | 213 | T | 3 |
| 7 | Emergency Management Specialist | 2183 | 210 | G | 1 |
| 8 | Emergency Management System Technician | 2182 | 207 | T | 3 |
| 9 | Employment and Training Representative | 6211 | 203 | G | 3 |
| 10 | Employment and Training Specialist I | 6213 | 205 | G | 3 |
| 11 | Employment and Training Specialist II | 6214 | 209 | G | 3 |
| 12 | Employment and Training Specialist III | 6215 | 212 | G | 3 |
| 13 | Employment and Training Specialist IV | 6218 | 218 | G | 1 |
| 14 | EMS Communications Supervisor | 5723 | 212 | M | 2 |
| 15 | EMS Dispatcher | 5731 | 206 | G | 3 |
| 16 | EMS Inventory Supervisor | 5722 | 205 | G | 3 |
| 17 | EMS Lead Dispatcher | 5732 | 208 | G | 3 |
| 18 | EMS Training Specialist | 5719 | 210 | G | 3 |
| 19 | EMT (Emergency Medical Technician) | 5714 | 206 | G | 4 |
| 20 | Engineering Manager I | 4312 | 220 | M | 1 |
| 21 | Engineering Manager II | 4313 | 221 | M | 1 |
| 22 | Engineering Technician | 4225 | 208 | G | 3 |

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|----|--|------|-----|---|---|
| 1 | Engineering Technician Supervisor | 4226 | 211 | M | 2 |
| 2 | Environmental Court Coordinator | 3881 | 210 | M | 1 |
| 3 | Environmental Engineer | 4254 | 212 | G | 1 |
| 4 | Environmental Health Officer | 5622 | 207 | G | 3 |
| 5 | Environmental Health Supervisor | 5638 | 208 | G | 2 |
| 6 | Environmental Regulatory Compliance and Safety | | | | |
| 7 | Manager | 1659 | 222 | M | 1 |
| 8 | Epidemiologist | 5642 | 213 | G | 1 |
| 9 | Estimator | 4223 | 205 | G | 3 |
| 10 | Executive Assistant I | 1628 | 213 | G | 1 |
| 11 | Executive Assistant II | 1629 | 216 | M | 1 |
| 12 | Executive Assistant to the Mayor | 1725 | 225 | M | 1 |
| 13 | Executive Director for Development | 1728 | 229 | M | 1 |
| 14 | Executive Director for Operations | 1736 | 229 | M | 1 |
| 15 | Executive Director of the Affordable Housing | | | | |
| 16 | Commission | 1722 | 222 | M | 1 |
| 17 | Executive Director of the Criminal Justice | | | | |
| 18 | Coordinating Council | 2388 | 216 | M | 1 |
| 19 | Executive Secretary to the Comptroller | 1136 | 210 | G | 2 |
| 20 | Executive Secretary to the Mayor | 1727 | 226 | M | 1 |
| 21 | Facilities Maintenance Worker | 3419 | 205 | T | 3 |
| 22 | Financial Analyst | 1482 | 212 | G | 1 |

| | | | | | |
|----|--|------|-----|---|---|
| 1 | Financial Supervisor/Information Systems Coordinator | 1484 | 213 | M | 1 |
| 2 | Financial/IT Business Analyst | 1483 | 213 | G | 1 |
| 3 | Fire Alarm Manager | 2216 | 7 | F | 1 |
| 4 | Fire Captain | 2226 | 72 | F | 3 |
| 5 | Fire Commissioner | 2239 | 83 | F | 1 |
| 6 | Fire Equipment Dispatcher | 2212 | 69 | F | 3 |
| 7 | Fire Private | 2222 | 69 | F | 3 |
| 8 | First Assistant Comptroller | 1487 | 225 | M | 1 |
| 9 | Fiscal Manager | 1448 | 219 | M | 1 |
| 10 | Fiscal Officer I | 1492 | 213 | G | 1 |
| 11 | Fiscal Officer II | 1493 | 216 | G | 1 |
| 12 | Fiscal Operations Support Manager | 1491 | 222 | M | 1 |
| 13 | Fleet Body Repair Specialist | 3288 | 205 | T | 3 |
| 14 | Fleet Maintenance Foreman I | 3266 | 211 | T | 3 |
| 15 | Fleet Maintenance Foreman II | 3267 | 212 | T | 3 |
| 16 | Fleet Maintenance Manager | 3274 | 216 | M | 1 |
| 17 | Fleet Maintenance Parts Specialist | 3287 | 204 | T | 3 |
| 18 | Fleet Maintenance Parts Supervisor | 3284 | 207 | T | 3 |
| 19 | Fleet Maintenance Technician I | 3261 | 206 | T | 3 |
| 20 | Fleet Maintenance Technician II | 3262 | 208 | T | 3 |
| 21 | Fleet Maintenance Technician III | 3263 | 209 | T | 3 |
| 22 | Fleet Maintenance Technician IV | 3265 | 210 | T | 3 |

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|----|------------------------------------|------|-----|---|---|
| 1 | Food Establishment Inspector | 5631 | 205 | G | 3 |
| 2 | Forestry Foreman | 3641 | 207 | G | 3 |
| 3 | Forestry Supervisor | 3622 | 211 | G | 3 |
| 4 | Gardener | 3632 | 205 | G | 3 |
| 5 | Gardener Supervisor | 3633 | 206 | G | 3 |
| 6 | GIS Specialist I/Graphic Designer | 4111 | 209 | G | 3 |
| 7 | GIS Specialist II/Graphic Designer | 4112 | 211 | G | 3 |
| 8 | GIS/Graphic Design Manager | 4113 | 213 | M | 1 |
| 9 | GIS Systems Manager | 1361 | 218 | M | 1 |
| 10 | Government Services Administrator | 1627 | 218 | M | 1 |
| 11 | Government Services Analyst | 1625 | 214 | G | 1 |
| 12 | Grants Administrator | 1453 | 210 | G | 1 |
| 13 | Grants Manager | 1455 | 216 | M | 1 |
| 14 | Graphic Arts Technician | 4187 | 210 | T | 3 |
| 15 | Graphic Designer | 4182 | 208 | G | 3 |
| 16 | Health Care Compliance Specialist | 5515 | 208 | G | 3 |
| 17 | Health Education Planner | 5696 | 208 | G | 3 |
| 18 | Health Marketing Administrator | 5685 | 214 | G | 1 |
| 19 | Health Planning Executive | 5571 | 217 | M | 1 |
| 20 | Health Services Manager I | 5681 | 217 | M | 1 |
| 21 | Health Services Manager II | 5682 | 219 | M | 1 |
| 22 | Heavy Equipment Operator I | 3325 | 208 | G | 3 |

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|----|---|------|-----|---|---|
| 1 | Heavy Equipment Operator II | 3326 | 209 | G | 3 |
| 2 | Historic Preservation Planner I | 4192 | 206 | G | 3 |
| 3 | Historic Preservation Planner II | 4193 | 208 | G | 3 |
| 4 | Housekeeping Manager | 3719 | 208 | M | 2 |
| 5 | Housekeeping Supervisor I | 3715 | 204 | G | 3 |
| 6 | Housekeeping Supervisor II | 3716 | 206 | G | 3 |
| 7 | Housing Development Analyst | 4125 | 209 | G | 3 |
| 8 | Housing Development Analyst (Senior) | 4128 | 211 | G | 3 |
| 9 | HRIS Analyst | 1512 | 213 | G | 1 |
| 10 | HRIS and Records Management Manager | 1525 | 222 | M | 1 |
| 11 | Human Relations Specialist | 6131 | 208 | G | 3 |
| 12 | Human Resources Analyst Classification and | | | | |
| 13 | Compensation | 1511 | 211 | G | 3 |
| 14 | Human Resources Analyst (Senior) Classification and | | | | |
| 15 | Compensation | 1513 | 213 | G | 3 |
| 16 | Human Resources Generalist | 1518 | 210 | G | 3 |
| 17 | Human Resources Generalist (Senior) | 1519 | 211 | G | 3 |
| 18 | Human Resources Manager | 1523 | 221 | M | 1 |
| 19 | Human Resources Manager Classification and | | | | |
| 20 | Compensation | 1526 | 222 | M | 1 |
| 21 | Human Resources Manager (Senior) | 1524 | 222 | M | 1 |
| 22 | Human Resources Specialist | 1514 | 210 | G | 3 |

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|----|-------------------------------------|------|-----|---|---|
| 1 | Human Resources Specialist (Senior) | 1515 | 212 | G | 3 |
| 2 | Human Resources Supervisor | 1516 | 215 | G | 1 |
| 3 | HVAC Foreman | 3418 | 212 | T | 3 |
| 4 | HVAC Mechanic | 3417 | 210 | T | 3 |
| 5 | Information Security Administrator | 1369 | 217 | G | 1 |
| 6 | Information Systems Administrator | 1362 | 225 | M | 1 |
| 7 | Information Systems Coordinator | 1322 | 206 | G | 3 |
| 8 | Information Systems Support Manager | 1363 | 222 | M | 1 |
| 9 | Internet Services Manager | 1368 | 219 | M | 1 |
| 10 | Inventory Control Technician | 1212 | 202 | G | 3 |
| 11 | Inventory Coordinator | 1215 | 203 | G | 3 |
| 12 | Inventory Supervisor | 1213 | 204 | G | 3 |
| 13 | IT Operations Specialist I | 1323 | 204 | G | 3 |
| 14 | IT Operations Specialist II | 1324 | 205 | G | 3 |
| 15 | IT Operations Supervisor | 1327 | 208 | G | 3 |
| 16 | Labor Foreman I | 3121 | 206 | G | 3 |
| 17 | Labor Foreman II | 3125 | 208 | G | 3 |
| 18 | Labor Supervisor | 3128 | 210 | M | 2 |
| 19 | Laboratory Director | 3555 | 218 | M | 1 |
| 20 | Laboratory Supervisor | 5463 | 215 | M | 1 |
| 21 | Laboratory Technician | 3554 | 206 | G | 3 |
| 22 | Laborer | 3111 | 202 | G | 3 |

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|----|--|------|-----|---|---|
| 1 | Landscape Supervisor | 3634 | 208 | G | 3 |
| 2 | Lead Abatement Inspector | 5626 | 205 | G | 3 |
| 3 | Lead Abatement Worker | 5625 | 203 | G | 3 |
| 4 | Lead Abatement Worker (Lead) | 5627 | 204 | G | 3 |
| 5 | Legal Assistant | 1151 | 203 | G | 3 |
| 6 | Legal Investigator I | 2351 | 206 | G | 3 |
| 7 | Legal Investigator II | 2352 | 209 | G | 3 |
| 8 | Licensed Practical Nurse | 5181 | 207 | G | 3 |
| 9 | Lifeguard | 7111 | 201 | G | 3 |
| 10 | Lifeguard Supervisor | 7112 | 202 | G | 3 |
| 11 | Liquor Control Officer | 2191 | 203 | G | 3 |
| 12 | Liquor Control Supervisor | 2192 | 208 | G | 3 |
| 13 | Locksmith | 3416 | 206 | T | 3 |
| 14 | Machine Shop Foreman | 3238 | 209 | T | 3 |
| 15 | Machinist | 3233 | 207 | T | 3 |
| 16 | Mail Services Associate | 1181 | 201 | G | 3 |
| 17 | Mail Services Supervisor | 1186 | 208 | G | 3 |
| 18 | Mayor | 1739 | 3 | E | 1 |
| 19 | Mechanical Engineer | 4271 | 212 | G | 1 |
| 20 | Mechanical Engineer (Senior) | 4272 | 214 | G | 1 |
| 21 | Mechanical Equipment Inspection Supervisor | 3845 | 212 | M | 1 |
| 22 | Mechanical Inspector I | 3841 | 207 | T | 3 |

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|----|-------------------------------------|------|-----|---|---|
| 1 | Mechanical Inspector II | 3843 | 210 | T | 3 |
| 2 | Mechanical Maintenance Foreman | 3415 | 209 | T | 3 |
| 3 | Mechanical Maintenance Worker | 3413 | 207 | T | 3 |
| 4 | Medical Service Coordinator | 6149 | 210 | G | 3 |
| 5 | Medical Technologist | 5461 | 208 | G | 3 |
| 6 | Medical Technologist (Lead) | 5462 | 210 | G | 3 |
| 7 | Municipal Parking Garage Manager | 3133 | 211 | M | 1 |
| 8 | Neighborhood Development Executive | 3872 | 216 | M | 1 |
| 9 | Neighborhood Improvement Specialist | 3871 | 208 | G | 3 |
| 10 | Neighborhood Improvement Supervisor | 3873 | 210 | G | 3 |
| 11 | Network Systems Manager | 1364 | 222 | M | 1 |
| 12 | Nurse Practitioner | 5131 | 214 | G | 1 |
| 13 | Nutrition Program Coordinator | 5664 | 208 | G | 2 |
| 14 | Office Assistant I | 1122 | 201 | G | 3 |
| 15 | Office Assistant II | 1111 | 202 | G | 3 |
| 16 | Office Assistant III | 1132 | 203 | G | 3 |
| 17 | Painter | 3242 | 209 | T | 3 |
| 18 | Painter (Lead) | 3243 | 211 | T | 3 |
| 19 | Painter Foreman | 3245 | 213 | T | 3 |
| 20 | Paralegal | 2365 | 209 | G | 3 |
| 21 | Paralegal Supervisor | 2385 | 211 | G | 3 |
| 22 | 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 |

| | | | | | |
|----|---|------|-----|---|---|
| 1 | Pest Control Worker | 5699 | 203 | G | 3 |
| 2 | Physician | 5553 | 220 | G | 1 |
| 3 | Pipefitter | 3254 | 210 | T | 3 |
| 4 | Plan Examiner | 4232 | 212 | G | 2 |
| 5 | Plant Maintenance Engineer | 4347 | 214 | G | 1 |
| 6 | Plumber | 3251 | 211 | T | 3 |
| 7 | Plumber Foreman | 3253 | 214 | T | 3 |
| 8 | Plumbing Inspection Supervisor | 3824 | 215 | M | 1 |
| 9 | Plumbing Inspector I | 3821 | 209 | T | 3 |
| 10 | Plumbing Inspector II | 3822 | 212 | T | 3 |
| 11 | President, Board of Aldermen | 1748 | 1 | E | 1 |
| 12 | President, Board of Public Service | 4348 | 229 | M | 1 |
| 13 | Printing and Duplicating Graphics Manager | 2413 | 210 | M | 1 |
| 14 | Printing Supervisor | 2414 | 205 | G | 3 |
| 15 | Probationary Fire Equipment Dispatcher | 2211 | 69 | F | 3 |
| 16 | Probationary Fire Private | 2221 | 69 | F | 3 |
| 17 | Process Control Specialist | 4265 | 210 | G | 2 |
| 18 | Procurement Specialist | 1225 | 208 | G | 3 |
| 19 | Procurement/Purchasing Manager I | 1226 | 214 | M | 1 |
| 20 | Procurement/Purchasing Manager II | 1227 | 216 | M | 1 |
| 21 | Program Coordinator | 1698 | 208 | G | 3 |
| 22 | Program Manager I | 1693 | 213 | M | 1 |

| | | | | | |
|----|---|------|-----|---|---|
| 1 | Program Manager II | 1694 | 214 | M | 1 |
| 2 | Program Specialist I | 1696 | 203 | G | 3 |
| 3 | Program Specialist II | 1691 | 204 | G | 3 |
| 4 | Program Supervisor | 1692 | 205 | G | 3 |
| 5 | Program Worker | 7312 | 201 | G | 3 |
| 6 | Public Health Education Coordinator | 5648 | 211 | G | 2 |
| 7 | Public Health Educator | 5695 | 211 | G | 3 |
| 8 | Public Health Intake Supervisor | 5646 | 211 | G | 2 |
| 9 | Public Health Intake Worker | 5647 | 203 | G | 3 |
| 10 | Public Health Nurse I | 5651 | 208 | G | 3 |
| 11 | Public Health Nurse II | 5653 | 211 | G | 3 |
| 12 | Public Health Nurse III | 5654 | 214 | G | 2 |
| 13 | Public Health Nursing Supervisor | 5655 | 216 | M | 1 |
| 14 | Public Health Program Representative | 5693 | 205 | G | 3 |
| 15 | Public Health Program Specialist | 5691 | 209 | G | 3 |
| 16 | Public Health Program Supervisor | 5694 | 211 | G | 2 |
| 17 | Public Information Manager | 1617 | 220 | M | 1 |
| 18 | Public Information Officer I | 1614 | 208 | G | 2 |
| 19 | Public Information Officer II | 1615 | 212 | G | 1 |
| 20 | Public Information Officer Supervisor | 1616 | 214 | M | 1 |
| 21 | Public Information Officer to the Comptroller | 1618 | 211 | G | 1 |
| 22 | Public Information Officer to the Mayor | 1613 | 215 | G | 1 |

| | | | | | |
|----|---------------------------------------|------|-----|---|---|
| 1 | Public Nuisance Inspector | 3861 | 202 | G | 3 |
| 2 | Public Safety Dispatcher I | 2175 | 205 | G | 3 |
| 3 | Public Safety Dispatcher II | 2176 | 206 | G | 3 |
| 4 | Public Safety Dispatcher III | 2177 | 207 | G | 3 |
| 5 | Public Safety Specialist | 2136 | 210 | G | 1 |
| 6 | Real Estate Records Manager | 1426 | 208 | M | 1 |
| 7 | Real Estate Records Technician | 1668 | 203 | G | 3 |
| 8 | Real Estate Specialist | 1667 | 206 | G | 3 |
| 9 | Real Property Appraisal Manager | 1429 | 216 | M | 1 |
| 10 | Real Property Appraisal Supervisor I | 1428 | 212 | M | 1 |
| 11 | Real Property Appraisal Supervisor II | 1427 | 214 | M | 1 |
| 12 | Real Property Appraiser I | 1421 | 206 | G | 3 |
| 13 | Real Property Appraiser II | 1422 | 209 | G | 3 |
| 14 | Receptionist to the Mayor | 1162 | 201 | G | 3 |
| 15 | Records Retention Supervisor | 1187 | 208 | G | 3 |
| 16 | Recreation Area Manager | 7118 | 213 | M | 1 |
| 17 | Recreation Assistant | 7116 | 201 | G | 3 |
| 18 | Recreation Leader | 7117 | 202 | G | 3 |
| 19 | Recreation Supervisor I | 7114 | 207 | G | 3 |
| 20 | Recreation Supervisor II | 7115 | 209 | M | 2 |
| 21 | Refuse Route and Safety Coordinator | 3931 | 204 | G | 3 |
| 22 | Refuse Superintendent | 3131 | 218 | M | 1 |

| | | | | | |
|----|--|------|-----|---|---|
| 1 | Registered Nurse I | 5121 | 208 | G | 3 |
| 2 | Registered Nurse II | 5122 | 211 | G | 3 |
| 3 | Research Analyst to the Mayor | 1729 | 215 | G | 1 |
| 4 | Safety Officer I | 1531 | 206 | G | 3 |
| 5 | Safety Officer II | 1532 | 208 | G | 3 |
| 6 | Safety Officer III | 1533 | 210 | G | 3 |
| 7 | School Crossing Guard | 2174 | 204 | G | 3 |
| 8 | Second Assistant Comptroller | 1485 | 225 | M | 1 |
| 9 | Secretary to the Board of Estimate and Apportionment | 1137 | 206 | G | 3 |
| 10 | Secretary to the Board of Public Service | 1671 | 208 | M | 1 |
| 11 | Security Officer | 2131 | 203 | G | 3 |
| 12 | Senior Fire Equipment Dispatcher | 2215 | 72 | F | 3 |
| 13 | Senior Plan Examiner | 4234 | 214 | G | 1 |
| 14 | Senior Plan Examiner/Code Development Specialist | 4235 | 216 | G | 1 |
| 15 | Software Developer I | 1341 | 211 | G | 2 |
| 16 | Software Developer II | 1342 | 214 | G | 2 |
| 17 | Software Developer III | 1343 | 217 | G | 2 |
| 18 | Software Specialist I | 1331 | 209 | G | 2 |
| 19 | Software Specialist II | 1332 | 210 | G | 2 |
| 20 | Solid Waste Route Foreman | 3127 | 208 | G | 3 |
| 21 | Soulard Market Manager | 3757 | 210 | M | 1 |
| 22 | Special Assistant for Development | 1724 | 217 | M | 1 |

| | | | | | |
|----|--|------|-----|---|---|
| 1 | Special Assistant to the Comptroller | 1672 | 215 | G | 1 |
| 2 | Special Assistant to the Mayor | 1723 | 217 | G | 1 |
| 3 | Special Assistant to the Water Commissioner | 3538 | 217 | M | 1 |
| 4 | Special Events Program Executive | 1697 | 219 | M | 1 |
| 5 | Specialist on Aging | 6122 | 208 | G | 3 |
| 6 | Stationary Engineer | 3423 | 210 | T | 3 |
| 7 | Street and Traffic Inspection Supervisor | 3956 | 208 | M | 1 |
| 8 | Street and Traffic Inspector | 3954 | 205 | G | 3 |
| 9 | Street and Traffic Liaison | 1643 | 208 | M | 1 |
| 10 | Street Lighting Superintendent | 3229 | 218 | M | 1 |
| 11 | Street Maintenance Superintendent | 3132 | 218 | M | 1 |
| 12 | Superintendent of Soldiers' Memorial | 3756 | 210 | M | 1 |
| 13 | Supervising Stationary Engineer | 3428 | 212 | M | 2 |
| 14 | Supervisor-STD Intervention and Outreach Program | 5649 | 210 | M | 2 |
| 15 | Survey Projects Coordinator | 4246 | 210 | G | 1 |
| 16 | Systems Analyst | 1351 | 214 | G | 2 |
| 17 | Systems Analyst Senior | 1353 | 217 | G | 1 |
| 18 | Systems Development Manager | 1366 | 223 | M | 1 |
| 19 | Systems Development Specialist | 1355 | 218 | G | 2 |
| 20 | Systems Project Leader | 1352 | 220 | M | 1 |
| 21 | Technical Support Specialist | 1372 | 214 | G | 3 |
| 22 | Telecommunications Inspector | 1824 | 209 | G | 3 |

| | | | | | |
|----|---|------|-----|---|---|
| 1 | Telecommunications Maintenance Supervisor | 1854 | 209 | G | 3 |
| 2 | Telecommunications Specialist | 1853 | 210 | G | 3 |
| 3 | Telecommunications Supervisor | 2173 | 209 | G | 3 |
| 4 | Telecommunications Technician | 1855 | 204 | G | 3 |
| 5 | Telecommunicator | 2171 | 208 | G | 3 |
| 6 | Tow Truck Operator | 3311 | 208 | G | 3 |
| 7 | Towing Services Foreman | 3313 | 209 | G | 3 |
| 8 | Towing Services Supervisor | 3314 | 211 | M | 2 |
| 9 | Trades Helper | 3281 | 203 | T | 3 |
| 10 | Traffic Control Supervisor | 3439 | 208 | M | 3 |
| 11 | Traffic Engineer | 4281 | 214 | G | 1 |
| 12 | Traffic Engineer (Senior) | 4282 | 216 | G | 1 |
| 13 | Traffic Engineering Manager | 4284 | 220 | M | 1 |
| 14 | Transportation Center Operations Specialist | 3752 | 202 | G | 3 |
| 15 | Transportation Center Operations Supervisor | 3751 | 213 | M | 1 |
| 16 | Tree Trimmer I | 3621 | 204 | G | 3 |
| 17 | Tree Trimmer II | 3623 | 205 | G | 3 |
| 18 | Urban Designer | 4185 | 209 | G | 3 |
| 19 | Urban Forester | 3652 | 209 | G | 2 |
| 20 | Urban Forestry Assistant | 3651 | 203 | G | 3 |
| 21 | Urban Forestry Superintendent | 3656 | 216 | M | 1 |
| 22 | Utility Worker I | 3117 | 206 | G | 3 |

| | | | | | |
|----|---|------|-----|---|---|
| 1 | Utility Worker II | 3118 | 207 | G | 3 |
| 2 | Utility Worker III | 3119 | 208 | G | 3 |
| 3 | Veterinarian | 2119 | 215 | G | 1 |
| 4 | Veterinarian Technician | 2118 | 204 | G | 3 |
| 5 | Video Engineer | 1823 | 212 | T | 3 |
| 6 | Video Production Manager | 1812 | 213 | M | 1 |
| 7 | Video Production Specialist | 1822 | 207 | T | 3 |
| 8 | Video Production Supervisor | 1821 | 210 | T | 3 |
| 9 | Water Distribution Executive | 4314 | 223 | M | 1 |
| 10 | Water Distribution Superintendent | 3535 | 218 | M | 1 |
| 11 | Water Distribution Supervisor | 3534 | 212 | M | 3 |
| 12 | Water Maintenance Foreman | 3517 | 211 | G | 3 |
| 13 | Water Maintenance Technician | 3518 | 206 | G | 3 |
| 14 | Water Meter Worker | 3521 | 205 | G | 3 |
| 15 | Water Meter Worker Supervisor | 3522 | 207 | G | 3 |
| 16 | Water Plant Maintenance Foreman | 3543 | 213 | T | 3 |
| 17 | Water Plant Maintenance Manager | 3531 | 216 | M | 1 |
| 18 | Water Plant Maintenance Mechanic | 3541 | 210 | T | 3 |
| 19 | Water Plant Maintenance Mechanic (Lead) | 3542 | 211 | T | 3 |
| 20 | Water Production Engineer | 3536 | 216 | M | 1 |
| 21 | Water Production Executive | 4315 | 223 | M | 1 |
| 22 | Water Project Manager, Engineering | 4342 | 216 | G | 1 |

| | | | | | |
|----|-------------------------------------|------|-----|---|---|
| 1 | Water Services Manager | 3537 | 212 | M | 1 |
| 2 | Water Treatment Plant Operator | 3515 | 210 | T | 3 |
| 3 | Water Treatment Plant Supervisor I | 3514 | 212 | T | 3 |
| 4 | Water Treatment Plant Supervisor II | 3519 | 213 | T | 3 |
| 5 | Web Development Specialist I | 1345 | 208 | G | 2 |
| 6 | Web Development Specialist II | 1346 | 212 | G | 2 |
| 7 | Welder | 3235 | 207 | T | 3 |
| 8 | Workers Compensation Specialist | 1543 | 208 | G | 3 |
| 9 | Zoning Administrator | 4165 | 216 | M | 1 |
| 10 | Zoning Inspector | 4163 | 203 | G | 3 |
| 11 | Zoning Specialist | 4162 | 206 | G | 3 |
| 12 | Zoning Specialist (Lead) | 4164 | 207 | G | 3 |

13

14

SECTION 2.

15

OFFICIAL PAY SCHEDULE FOR CLASSIFICATION GRADES

16

17

The Civil Service Commission, in accordance with Section 7(b)(1) of Article XVIII of

18

the City Charter, recommended pay schedules for all pay grades denoted in Section 1(a) of the

19

classification plan prepared and adopted by the Department of Personnel. The official pay

20

schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as

21

follows: (a) – General, Management, and Trades Schedule, (b) - Fire Division Schedule, and

22

(c) - Elected Official Schedule.

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2
3
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11
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13

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, MANAGEMENT, AND TRADES PAY SCHEDULE:

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

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

| Grade | Minimum | Maximum |
|-------|---------|---------|
| 201 | 1296 | 1944 |
| 202 | 1361 | 2041 |
| 203 | 1429 | 2143 |
| 204 | 1500 | 2250 |
| 205 | 1575 | 2363 |
| 206 | 1654 | 2481 |
| 207 | 1737 | 2605 |
| 208 | 1824 | 2735 |

| | | |
|-----|------|------|
| 209 | 1915 | 2872 |
| 210 | 2011 | 3016 |
| 211 | 2111 | 3167 |
| 212 | 2217 | 3325 |
| 213 | 2327 | 3491 |
| 214 | 2444 | 3666 |
| 215 | 2566 | 3849 |
| 216 | 2694 | 4041 |
| 217 | 2829 | 4244 |
| 218 | 2970 | 4456 |
| 219 | 3119 | 4678 |
| 220 | 3275 | 4912 |
| 221 | 3439 | 5158 |
| 222 | 3611 | 5416 |
| 223 | 3791 | 5687 |
| 224 | 3981 | 5971 |
| 225 | 4180 | 6270 |
| 226 | 4389 | 6583 |
| 227 | 4608 | 6912 |
| 228 | 4839 | 7258 |
| 229 | 5080 | 7621 |
| 230 | 5335 | 8002 |

1

2 **(b) FIRE DIVISION PAY SCHEDULE:**

3

4 The bi-weekly pay schedule for all pay grades denoted by the suffix "F" will be
5 adopted in accordance with Section 31 of Article XVIII of the City Charter. The Director of
6 Personnel shall establish such regulations and procedures as are necessary to place the Fire
7 Division Pay Schedule in effect. The following bi-weekly pay schedule is for all pay grades
8 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 | 69F | 69F | 72F | 74F | 77F | 78F | 81F | 83F |
| | of | | | | | | | | |
| | Service | | | | | | | | |
| 0 | | 2343 | | | | | | | |
| 1 | | | 2407 | | | | | | |
| 2 | | | 2468 | | | | | | |
| 3 | | | 2579 | | | | | | |
| 4 | | | 2635 | | | | | | |

| | | | | | | | |
|----|------|------|------|------|------|------|------|
| 5 | 2705 | | | | | | |
| 6 | 2778 | | | | | | |
| 7 | 2915 | 3524 | | | | | |
| 8 | 3014 | 3648 | | | | | |
| 9 | 3115 | 3774 | 4100 | | | | |
| 10 | 3125 | 3784 | 4109 | | | | |
| 11 | 3212 | 3863 | 4193 | 4532 | | | |
| 12 | 3222 | 3871 | 4202 | 4540 | 4646 | 4859 | 5656 |
| 13 | 3232 | 3880 | 4211 | 4549 | 4785 | 4997 | 5674 |
| 14 | 3240 | 3889 | 4220 | 4559 | 4793 | 5007 | 5693 |
| 15 | 3250 | 3899 | 4229 | 4568 | 4803 | 5015 | 5710 |
| 16 | 3259 | 3907 | 4237 | 4577 | 4811 | 5025 | 5728 |
| 17 | 3268 | 3917 | 4248 | 4586 | 4821 | 5033 | 5747 |
| 18 | 3277 | 3926 | 4260 | 4595 | 4831 | 5042 | 5765 |
| 19 | 3286 | 3934 | 4265 | 4604 | 4839 | 5052 | 5783 |
| 20 | 3295 | 3944 | 4275 | 4614 | 4848 | 5061 | 5802 |

1 **(c) ELECTED OFFICIAL PAY SCHEDULE:**

2

3 (1) The following bi-weekly pay schedule for each Executive pay grade, denoted
4 by the suffix "E," is currently in effect and extends through the term of office for each elected
5 official:

6

| | GRADE | BI-WEEKLY RATE |
|---|--------------|-----------------------|
| 1 | | |
| 2 | 1E | \$3596 |
| 3 | 2E | \$4714 |
| 4 | 3E | \$5540 |

5

6 (2) The following bi-weekly pay schedule for each Executive pay grade, denoted

7 by the suffix "E," shall become effective beginning with any term of office starting after the

8 effective date of this ordinance:

| | GRADE | BI-WEEKLY RATE |
|----|--------------|-----------------------|
| 10 | | |
| 11 | 1E | \$3929 |
| 12 | 2E | \$4855 |
| 13 | 3E | \$5706 |

14

15 **(d) BOARD AND COMMISSION STIPENDS:**

| | <u>Title</u> | <u>Code</u> | <u>Stipend</u> |
|----|---|--------------------|-----------------------|
| 17 | | | |
| 18 | Member, Building Energy Improvement Board | 1979-00-B | \$50 per meeting |
| 19 | Member, Airport Commission | 1980-00-B | \$53 per meeting, up |
| 20 | | | to 24 meetings a year |
| 21 | Member, Board of Adjustment | 1981-00-B | \$75 per meeting |
| 22 | Member, Board of Air Pollution Appeals | 1982-00-B | \$60 per meeting |

| | | | |
|----|---|-----------|-----------------------|
| 1 | and Variance Review | | |
| 2 | Member, Board of Equalization | 1983-00-B | \$150 per day |
| 3 | Member, Board of Engineers | 1984-00-B | \$45 per meeting, up |
| 4 | | | to 2 meetings a week |
| 5 | Member, Board of Examiners of Plumbers | 1985-00-B | \$60 per month |
| 6 | Member, Board of Examiners of Fumigators | 1986-00-B | \$45 per meeting, up |
| 7 | | | to 3 meetings a |
| 8 | | | month |
| 9 | Member, Board of Examiners of | 1987-00-B | \$45 per meeting, up |
| 10 | Sign Erectors | | to 3 meetings a |
| 11 | | | month |
| 12 | Member, Board of Tax Appeals | 1988-00-B | \$60 per meeting |
| 13 | Member, Civil Service Commission | 1989-00-B | \$55 per meeting |
| 14 | | | up to 30 meetings a |
| 15 | | | year |
| 16 | Member, Board of Building Appeals | 1990-00-B | \$60 per meeting, up |
| 17 | | | to 50 meetings a year |
| 18 | Member, Board of Building Code Review | 1991-00-B | \$60 per meeting, up |
| 19 | | | to 1 meeting a week |
| 20 | Member, Boiler Rules Committee | 1992-00-B | \$45 per meeting |
| 21 | Member, Committee of Electrical Examiners | 1993-00-B | \$45 per meeting, up |
| 22 | | | to 15 meetings a year |

| | | | |
|----|--|-----------|-----------------------|
| 1 | Member, Committee on Plumbing Review | 1994-00-B | \$45 per meeting, up |
| 2 | | | to 15 meetings a year |
| 3 | Member, Demolition Contractors' | 1995-00-B | \$45 per meeting, up |
| 4 | Certification Board | | to 15 meetings a year |
| 5 | Member, Board of Merchants' and | 1996-00-B | \$83 per day in |
| 6 | Manufacturers' Tax Equalization | | session, up to 60 |
| 7 | | | meetings during |
| 8 | | | regular 12 week |
| 9 | | | session, but not to |
| 10 | | | exceed 105 meetings |
| 11 | | | a year |
| 12 | Member, Board of Examiners of | 1997-00-B | \$83 per meeting, up |
| 13 | Sprinkler System Contractors | | to 15 meetings a year |
| 14 | Member, Board of Examiners for | 1998-00-B | \$45 per meeting |
| 15 | Mechanical Contractors | | |
| 16 | Member, Board of Noise Control Appeals | 1999-00-B | \$53 per meeting |

17

18 A person occupying a position as a member of a Board, Commission or Committee

19 shall be paid at the per day, per meeting or per month rate established above.

20

21 **(e) SHIFT DIFFERENTIAL:** Shift differential shall be paid for certain work

22 assignments. The Director of Personnel shall determine the work assignments for which shift

1 differential will be paid. The assignment or removal of an employee from a work assignment
2 having a shift differential shall be determined by the appointing authority and will not
3 constitute a promotion, demotion, advancement or reduction in pay. The shift differential
4 shall be added to the employee's regular bi-weekly rate.

5

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

16

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

20

21 An employee whose pay range is established in Section 2(a) shall receive shift
22 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
4 (2) For those employees whose pay range is established in Section 2(b), the shift
5 differential premium shall be \$2.00 per hour for each hour worked between 11:00 p.m. and
6 7:00 a.m. during an eligible shift. Employees must work at least 12 hours of a regularly
7 assigned 24-hour shift to be eligible for any shift differential for the shift. Such employees
8 shall not receive shift differential for overtime worked, which is not part of their regular
9 schedule. This provision will not go into effect until shift differential is agreed upon by the
10 Director of Personnel and the Union (Local 73) in writing.

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

15
16 (3) Except as otherwise provided in this ordinance, shift differential shall not be
17 paid to employees compensated on an hourly or per performance basis, or bi-weekly paid
18 employees who work part-time. Neither shall shift differential be paid to full-time regular
19 employees docked for any portion of an eligible shift.

20
21 (f) **WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
22 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend

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

9

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

22

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

7
8 Employees for whom any form of free transportation (car, truck, bus, etc.) is provided
9 by the City from a place within the corporate limits of the City of St. Louis to the work site
10 and back shall not be entitled to the commuting allowance.

11
12 **(h)** 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
22 a modified level or type of benefit program when the provision of such benefit is needed in

1 order to attract and retain sufficiently qualified employees to work in specific per
2 performance, hourly, or unit-of-work assignments.

3
4 Appointing authorities are not permitted to utilize per performance and hourly
5 employees as a method of replacing bi-weekly rate employees who would be entitled to
6 employee benefits.

7
8 (i) The Director of Personnel may establish trainee rates of pay. Such trainee rates may
9 be established on an hourly, per performance or bi-weekly basis and shall be less than the rate
10 paid to a regular employee.

11
12 (j) The Director of Personnel, with the assistance of appointing authorities concerned,
13 may establish rates and conditions under which compensation may be granted for periods of
14 time during which an employee is away from the job site but restricted in his/her activities
15 because of an assignment by the appointing authority to be available for a call to return to the
16 work site to perform emergency duties. Pay rates and conditions established under the
17 provisions of this Section 2(j) may include reasonable minimum pay guarantees for
18 employees required to return to the work site to perform emergency duties. The provisions of
19 this Section 2(j) shall not be construed to restrict the right of an appointing authority to
20 establish call back procedures for employees as an established condition of employment.

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

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

9
10 (m) (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
18 (2) The Director of Personnel, upon the request of the appropriate appointing
19 authority, may establish a program of cash awards or other incentives, not to exceed ten
20 percent (10%) of annual salary, paid as an addition to pay, for the purpose of providing
21 additional compensation for employees who are fluent in a foreign language and who use this
22 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

6 (3) Notwithstanding any other provision in this ordinance, the Director of
7 Personnel is authorized to extend the maximum of the pay ranges by up to forty percent
8 (40%) for the purpose of compensating positions which are extremely hard to fill.

9

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

21

1 (n) An employee who is appointed to a position requiring advanced technical skills or
2 professional qualifications may be paid at a higher rate than prescribed for the class in Section
3 2 of this ordinance on recommendation of the appointing authority with the prior approval of
4 the Director of Personnel. Such advancement shall be made solely on the basis that the
5 employee possesses exceptional academic qualifications, registrations or certifications related
6 to the duties of the position and when such academic qualifications, registrations, or
7 certifications are not deemed necessary qualifications for the class of position.

8

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

16

17 (o) In skilled trades classes, defined as those that have bona fide apprenticeship programs
18 registered with the Department of Labor or documented attainment of equivalent
19 apprenticeship programs, employees who have completed such apprenticeship programs and
20 attained journeyman status shall be granted the special skills recruitment rate for the class if a
21 special skills recruitment rate exists for the class. Employees in such classes who have
22 completed alternative training programs established and approved by the Director of

1 Personnel, and attained journeyman status shall also be eligible for a salary at the special
2 skills recruitment rate if such a rate exists for the class.

3

4 (p) An appointing authority may, with the prior approval of the Director of Personnel,
5 establish a program to reimburse, in whole or in part, expenses incurred by employees for the
6 purchase of uniform apparel required in the performance of the duties of their positions, when
7 funds have been budgeted, therefore.

8

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

11

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

14

15 Further, when funds have been budgeted therefore, an appointing authority may
16 authorize reimbursement to uniformed security or correctional employees of up to fifty dollars
17 (\$50.00) per incident for damage to personal property sustained while the employee was
18 directly engaged in quelling a disturbance while performing assigned and/or authorized duties
19 during a shift.

20

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

4
5 (r) (1) Contingency assignment differential may be paid for certain assignments when
6 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
7 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
8 assignment, not to extend more than one pay period. The Director of Personnel will
9 determine the assignments for which Contingency Assignment Differential will be paid. The
10 assignment of an employee to said assignment having a contingency assignment differential
11 will be determined by the appointing authority from an existing eligible list and will not
12 constitute a promotion or advancement in pay. In addition, the removal of an employee from
13 said assignment shall not constitute a demotion or reduction in pay. If an eligible list is not
14 available, an appointing authority may submit to the Director of Personnel the name of the
15 employee being considered for the assignment to determine if they meet the necessary
16 minimum qualifications for the position being considered.

17
18 For an employee whose pay range is established in Section 2(a), or 2(b), with the prior
19 approval of the Director of Personnel, the contingency assignment differential will be ten
20 percent (10%) of the employee's regular base bi-weekly rate added as an addition to pay for
21 each bi-weekly period worked or one percent (1%) of the employee's regular base bi-weekly
22 rate for each shift assignment covered, not to exceed one (1) pay period.

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(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 Director of Personnel 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 appointing authority 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), or 2(b), with the prior approval of the Director of Personnel, the temporary 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, not to exceed thirteen (13) pay periods. The Director of Personnel 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.

1 (s) City employees who are required by their appointing authority to routinely use their
2 personal vehicle in the performance of their duties shall be compensated by receiving a
3 vehicle maintenance and use allowance of two hundred ninety-seven dollars (\$297.00) per
4 month. Eligible employees who use their personal vehicle with reduced frequency shall be
5 entitled to a vehicle maintenance and use allowance which is reduced in proportion to the
6 reduced frequency of use, subject to the approval of the Director of Personnel.

7

8 (t) An appointing authority may, with the prior approval of the Director of Personnel,
9 establish a program to reimburse, in whole or in part, parking expenses incurred by
10 employees, when funds have been budgeted, therefore.

11

12

13 (u) An appointing authority may, with the prior approval of the Director of Personnel,
14 establish a program to reimburse the cost, in whole or in part, of veterinary care, food,
15 equipment and other essentials as determined by the City for each canine assigned to an
16 employee, when funds have been budgeted, therefore.

17

18

SECTION 3.

19

EDUCATION REIMBURSEMENT

20

21 An appointing authority may, with the prior approval of the Director of Personnel,
22 authorize salary payments, payments of tuition expenses, fees, books and related material in

1 whole or in part to employees to permit them to attend school, visit other governmental
2 agencies or in any approved manner to devote themselves to improvement of knowledge or
3 skills required in the performance of the duties of their position.

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

9
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
15 **SECTION 4.**

16 **SALARY RANGE LIMITATIONS**

17
18 No employee in the Classified Service shall be paid at a rate lower than the minimum
19 or higher than the maximum of the salary range established for the class to which his/her
20 position has been allocated, except as otherwise provided in this ordinance.

21
22 **SECTION 5.**

1 **STARTING SALARY**

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

5
6 (b) The Appointing Authority may offer an advanced starting salary up to twenty-five
7 percent (25%) above the ordinance minimum of the classification pay range for candidates
8 who meet the minimum qualifications and possess relevant experience, subject to guidelines
9 established by the Director of Personnel.

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

16
17 (c) Employees with permanent status who are eligible for reemployment as determined by
18 the rules of the Department of Personnel shall be reemployed at an appropriate rate within the
19 salary range which takes into consideration the employee's prior service in the position, as
20 determined by the Director of Personnel.

21
22 **SECTION 6.**

1 **PROMOTION, DEMOTION, REALLOCATION,**
2 **TRANSFER AND TEMPORARY PROMOTION**

3
4 An employee who is transferred, promoted, demoted, or whose position is reallocated
5 after the effective date of this ordinance, shall have his/her rate of pay for the new position
6 determined as follows:

7
8 **(a)** **Promotion:** This shall be defined as a change of an employee in the Classified Service
9 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
12 **(1)** When an employee is promoted to a position within the General, Management,
13 and Trades Pay Schedule, the employee’s bi-weekly rate of pay shall be increased by five
14 percent (5%) for each pay grade difference between the employee’s current classification and
15 the promoted classification. The appointing authority, with the prior approval of the Director
16 of Personnel, may request a rate of pay within the pay range of the new classification based
17 on the employee’s qualifications, experience, and the nature and magnitude of the additional
18 duties and responsibilities associated with the promotion. In establishing the rate of pay, the
19 appointing authority and Director of Personnel shall consider that salary determinations are
20 equitable and consistent with similarly situated employees, taking into consideration internal
21 equity, compression, and the overall compensation structure. Documentation supporting the
22 salary determination shall be maintained and made available for review by the Director of

1 Personnel. In no case shall an employee's rate of pay be set below the minimum or above the
2 maximum of the pay range established for the new classification, except as otherwise
3 provided by ordinance.

4
5

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

13

14 Employees whose salary ranges are established in Section 2(b) of this ordinance, upon
15 receipt of a temporary promotion, shall be granted the new rank with a salary adjustment
16 based on appropriate years of service in accordance with procedures established for a regular
17 promotion. At the end of the temporary promotion, the employee shall be returned to the rank
18 held immediately prior to the temporary promotion. The employee's rate of pay shall be
19 based on the appropriate years of service.

20

1 (b) Demotion: 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 which has a lower pay grade and a
3 lower starting minimum salary.

4
5 (1) If an employee is demoted for disciplinary reasons in accordance with the rules
6 of the Department of Personnel and Civil Service Commission and established disciplinary
7 procedures, his/her rate of pay shall be established at a rate within the range for the new
8 position which is at least five percent (5%) lower than the rate received immediately prior to
9 the demotion, except no employee shall be reduced below the minimum of the range unless
10 otherwise provided for in this ordinance. The amount of the reduction shall be determined by
11 the appointing authority, with the approval of the Director of Personnel.

12
13 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall
14 be reduced within the range for the new position which is five percent (5%) lower than the
15 rate received immediately prior to demotion, except that employees who are in a working test
16 period and demote to their previous class of position or pay grade, will return to the rate
17 received immediately prior to the promotion, plus any adjustments as otherwise provided in
18 this ordinance. No employee shall be paid less than the minimum nor more than the
19 maximum rate for the new class of position, except as otherwise provided in this ordinance.

20
21 (3) When an employee is demoted for reasons in the best interest of the City
22 Service as determined by the Director of Personnel, his/her salary may or may not be reduced

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

5

6 **(c) Reallocation:**

7

8 (1) If the employee's position is reallocated to a class in a lower pay grade, his/her
9 salary shall remain unchanged provided the employee's rate of pay shall not be reduced.

10

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

14

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

20

21 **(e) Over Maximum:** The salary of an employee, which is in excess of the maximum of
22 the range prescribed by this ordinance for the class and grade to which his/her position has

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

4
5 **SECTION 7.**

6 **SALARY ADJUSTMENT**

7
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
12 **(a)** Competitive positions for which salary is established in Section 2(a) – General,
13 Management, and Trades Schedule:

14
15 (1) Any employee whose salary is established in Section 2(a) – General,
16 Management, and Trades Pay Schedule, shall receive a service rating in accordance with the
17 Service Rating Manual. The rating together with the standards of performance established in
18 the rating manual shall determine eligibility for a one- and one-half percent (1.5%) within-
19 range (merit) increase at intervals as outlined in the Service Rating Manual or other pay
20 regulation(s) as determined by the Director of Personnel. Notwithstanding any other section
21 of the compensation ordinance, all employees in the General, Management, and Trades pay
22 schedule who would be eligible to receive an annual increase as a result of a "Successful" or

1 “Highly Successful” Overall Rating on their regular Service Rating date will receive a one-
2 and one-half percent (1.5%) increase regardless of their current rate or place in the pay
3 schedule.

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

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

22

1 (c) An appointing authority may evaluate the performance of an employee whose salary is
2 established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
3 intervals as described above except in the case of:

4
5 (1) Exceptional performance of duties:

6
7 With the prior approval of the Director of Personnel, the appointing authority in
8 accordance with the Service Rating Manual, may advance the salary of an employee who
9 demonstrates exceptional performance of duties after serving twenty-six (26) weeks of
10 employment at the same rate in the salary range by not more than ten percent (10%); this may
11 be in addition to any merit increase received.

12
13 (2) Substandard performance of duties:

14
15 An appointing authority may reduce the salary of an employee whose level of
16 performance is significantly diminished and no longer warrants payment at the current rate
17 within the range as provided in the Service Rating Manual; providing the employee's salary is
18 above the minimum of the range, established in Section 2(a) and allocated to Overtime Code
19 3 or Overtime Code 4.

1 The granting of any such increase or decrease in salary shall be made at the beginning
2 of a payroll period, as determined by the Director of Personnel, following approval of such
3 salary action.

4

5 **(d)** Competitive positions for which salary is established in Section 2(b) - Fire Division
6 Schedule:

7

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

10

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

14

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

18

19 **(f)** 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
21 adjustments under this provision shall preclude adjustments to compensate or reward
22 employees for long-term or meritorious service.

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(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.

1 **INCOME SOURCES**

2

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

10

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

18

19 **SECTION 9.**

20 **CONVERSION**

1 **(a)** Pay schedules in Section 2(a) or 2(b) in Ordinance 71963 shall continue in effect until
2 June 14, 2026, and the rates to be paid to employees in positions of any classes for which a
3 rate is established or changed in Section 2(a) of this ordinance shall become effective and be
4 adjusted (if necessary) as follows:

5

6 The salary of each employee whose pay range is established in Section 2(a) of this
7 ordinance whose class has been allocated to a higher pay grade in the appropriate pay
8 schedule as determined by the Director of Personnel shall have their current salary increased
9 to a rate, rounded to the nearest whole dollar, which is five percent (5%) higher than the rate
10 received immediately prior to promotion, but not less than the minimum of the pay range,
11 whichever is the greater.

12

13 **(b)** The pay schedule in Section 2(c) Ordinance 71963 or in an ordinance amending
14 Ordinance 71963 shall continue in effect until June 14, 2026.

15

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

18

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

21

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

4
5 (f) All full-time employees whose salary was established in Section 2(a) – General and
6 Management Pay Schedule or 2(b) – Trades Pay Schedule of Ordinance 71963 and whose
7 salary is now established in Section 2(a) – General, Management, and Trades Pay Schedule
8 and whose class title remains unchanged or whose class title is changed to better describe
9 their position, as determined by the Director of Personnel, shall have their bi-weekly rate
10 increased by three percent (3%) or to the minimum of the bi-weekly pay range for their job
11 classification, whichever is greater, effective June 14, 2026.

12
13 (g) The Director of Personnel shall establish such procedures as needed to place this
14 ordinance into effect and interpret its provisions.

15
16 **SECTION 10.**

17 **PAYMENT OF SALARIES**

18
19 All compensation for positions in the Classified Service shall be paid bi-weekly. The
20 Director of Personnel and Comptroller shall establish the procedure for listing employees on
21 the various payrolls. The payment due each employee for service, except as otherwise
22 provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay

1 period. In the event that an employee is dismissed or has been employed for occasional or
2 emergency work, the Comptroller may immediately pay the employee upon termination of
3 service without waiting for the regular bi-weekly pay date of the Department, Division,
4 Section, Office, Agency, Board or Commission where the employee worked.

5
6 **SECTION 11.**

7 **CHANGES TO CLASSIFICATION PLAN**

8
9 Whenever the Department of Personnel finds it necessary to add a new class to the
10 classification plan, the Director of Personnel shall allocate the class to an appropriate grade
11 and schedule in this ordinance, recommend such change to the Civil Service Commission, and
12 notify the Board of Aldermen of this action.

13
14 Whenever the Department of Personnel finds it necessary to change the overtime code
15 of an existing class within the classification plan, the Director of Personnel shall change the
16 overtime code, recommend such change to the Civil Service Commission, and notify the
17 Board of Aldermen of this action.

18
19 Whenever the Department of Personnel finds it necessary to change the pay schedule
20 of an existing class within the classification plan, the Director of Personnel shall allocate the
21 class to the appropriate schedule in this ordinance, recommend such change to the Civil
22 Service Commission, and notify the Board of Aldermen of this action.

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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.

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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.

SECTION 14.
MINIMUM WORK HOURS

Each appointing authority 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 appointing authority shall submit to the Department of Personnel the work schedule established for each position in the work unit. Work schedule reports shall be submitted upon request of the Director of Personnel or whenever the appointing authority 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 leave, medical leave,
7 furloughs, sick leave, military leave, and leaves of absence with or without pay.

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

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

20
21 **(b)** Management Employees: Appointing authorities for employees occupying full-time
22 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
2 full-time basis. Full-time employment for any employee whose classification is denoted in
3 the 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
11 the assignment and/or scheduling requirements. The appointing authority shall so arrange the
12 time for reporting for work and for quitting work of the various employees under the
13 appointing authority's jurisdiction so that the employees will actually be engaged in the active
14 performance of their duties for not less than the average number of hours required.

15
16 **SECTION 15.**

17 **OVERTIME**

18
19 (a) The Department of Personnel shall determine those positions in the Classified Service
20 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
22 class in Section 1(a) of this ordinance shall be interpreted as follows:

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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.

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.

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

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

17
18 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt)
19 in this ordinance shall be compensated for overtime work in accordance with the provisions of
20 this section. Each appointing authority shall designate and submit to the Director of
21 Personnel the official work week and schedule or work cycle for all non-exempt positions in

1 the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be
2 less than eighty (80) for full-time employment.

3
4 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a), works
5 hours in excess of the maximum established for an official work week or work cycle, usually
6 forty (40) hours in a work week such hours shall be paid at the one and-one-half time (1.5x)
7 rate. 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
11 Overtime Code 3 employees whose pay matrix is in Section 2(b) of this ordinance
12 who are working a nineteen (19) day work cycle are eligible to receive overtime after one
13 hundred forty-four (144) hours are worked in a work cycle, except that the Fire Division shall
14 pay overtime for emergency work at the end of a shift or emergency work required on a
15 separate, non-scheduled day, even if the total number of hours worked in the work cycle is not
16 in excess of one hundred forty-four (144) hours. These employees shall not receive additional
17 compensation for regularly scheduled hours in excess of one hundred forty-four (144) hours if
18 they do not actually work more than one hundred forty-four (144) hours in the work cycle;
19 provided however, that in addition to the actual hours worked, jury leave, vacation leave,
20 compensatory time and "O" days shall count as hours worked for the purpose of determining
21 eligibility for overtime compensation. Days scheduled off to reduce average work week to
22 fifty-two (52) hours, compensatory time, vacation, "O" days, and holiday time shall be

1 scheduled consistent with a reasonable vacation and holiday leave policy to avoid the
2 necessity of actually working more than one hundred forty-four (144) hours during any work
3 cycle.

4

5 **(b)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a)
6 of this ordinance shall be compensated for overtime by granting the employee pay or
7 compensatory time off at the straight (1.0x) time rate. Each appointing authority shall
8 designate and submit to the Director of Personnel the official work week or work cycle, which
9 is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a
10 full-time employee in an exempt (Code 2) position is directed by management, with the
11 approval of the appointing authority, to work hours in excess of the maximum established for
12 an official work week or work cycle it shall be considered overtime. In addition to the actual
13 hours worked, only paid vacation time, compensatory time, jury leave, and holidays shall
14 count as hours worked for the purpose of determining eligibility for overtime compensation.
15 Straight time (1.0x) overtime shall be compensated at the employee's regular hourly rate of
16 pay, or by granting the eligible employee compensatory time off at the rate of one (1) hour for
17 each hour of overtime worked. The average number of scheduled hours in a bi-weekly pay
18 period shall not be less than eighty (80) for full-time employment. The regular hourly rate of
19 pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing the
20 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.

22

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

5
6 (d) An appointing authority may compensate Overtime Code 1 employees at the straight-
7 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St.
8 Louis declares an emergency due to serious and protracted conditions which threaten
9 continuous City Service, preservation of public peace, health, or safety, and 2) the appointing
10 authority directs an employee or group of employees to work in excess of forty (40) hours per
11 week. The appointing authority shall maintain attendance records of the assignment(s) and
12 submit such records at the request of the Director of Personnel.

13
14 (e) Employees who wish to use compensatory time earned in lieu of pay must make their
15 request in writing at least twenty-four (24) hours in advance of the day or days requested.
16 The appointing authority shall keep in mind the staffing needs of the department when
17 granting time off, but in any case time off will not be unreasonably denied.

18
19 Pay shall be the regular method of compensation for recorded overtime hours of work
20 for employees in classes with Overtime Code 3 and Overtime Code 4. However, an
21 appointing authority shall compensate a non-exempt bi-weekly paid employee for overtime

1 work by granting the employee compensatory time off in lieu of pay only if the employee
2 requests compensatory time, in writing.

3
4 Employees engaged in public safety, emergency response or seasonal activity as
5 defined by the Director of Personnel may have a maximum balance of two hundred forty
6 (240) hours of compensatory time. All other employees are allowed a maximum balance of
7 one hundred twenty (120) hours of compensatory time excluding compensatory time earned
8 for working on a holiday. These maximum balances of compensatory time shall apply to
9 employees working an average work week of forty (40) hours; the maximum balance of
10 compensatory time for employees whose average work week is more or less than forty (40)
11 hours shall be proportionate. No provision of this section establishing a maximum balance of
12 compensatory time shall serve to cancel any compensatory time due to an employee or to
13 deny an employee payment for recorded compensatory time earned in accordance with the
14 provisions of the compensation ordinance in effect at the time the compensatory time was
15 earned.

16
17 Each appointing authority shall establish procedures to assure that non-exempt
18 employees are promptly granted time off when such employees request to use their earned
19 compensatory time. Appointing authorities may not deny non-exempt employees' requests
20 for earned compensatory time off except when such approval would create an extreme
21 business hardship. When an appointing authority determines that the work schedule of the
22 organization will not permit the granting of such time off, the appointing authority shall pay

1 the employee in that same pay period for all or a portion equivalent to the time requested of
2 the employee's accrued compensatory time. This provision requiring the prompt granting of
3 requested time off applies only to compensatory time that is earned as a result of the
4 employee working overtime; it does not apply to compensatory time earned as a result of an
5 incentive program or award program.

6
7 Compensatory time earned by exempt employees shall be granted at the discretion of
8 the appointing authority and upon request of the employee.

9
10 (f) Before an employee is transferred, promoted or demoted from a position under one
11 appointing authority to a position under another appointing authority or to another unit with a
12 different appropriation, all compensatory time shall be granted or paid. Upon termination all
13 compensatory time shall be paid. Upon the death of an employee, the person or persons
14 entitled by law to receive any compensation due to the employee shall be paid any amount
15 due to the employee on the date of death.

16
17 (g) All departments shall keep daily attendance records of classified employees and shall
18 submit periodic reports of: 1) unexcused absences and leaves; 2) overtime earned, granted,
19 and paid; or 3) the non-occurrence of same to the Director of Personnel in the form and on the
20 dates specified.

21
22 **SECTION 16.**

1 **HOLIDAYS**

2

3 (a) Classified employees working full-time who are paid a bi-weekly rate shall be entitled

4 to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly

5 scheduled work on the following designated holidays:

6

| 7 <u>DATE</u> | <u>HOLIDAY</u> |
|--------------------------------|----------------------------------|
| 8 January 1 | New Year's Day |
| 9 Third Monday in January | Rev. Martin Luther King, Jr. Day |
| 10 Third Monday in February | Presidents' Day |
| 11 Last Monday in May | Memorial Day |
| 12 June 19 | Juneteenth Day |
| 13 July 4 | Independence Day |
| 14 First Monday in September | Labor Day |
| 15 November 11 | Veterans' Day |
| 16 Fourth Thursday in November | Thanksgiving Day |
| 17 Day after Thanksgiving | Day after Thanksgiving |
| 18 December 25 | Christmas Day |

19

20 In addition to the above enumerated designated holidays, full-time classified

21 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as

1 established by this Section 16 on any day or partial day the Mayor declares by proclamation
2 the closing of City offices.

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

12
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
20 **(b)** In addition to the above eleven (11) designated holidays, employees in Section 2(a) or
21 2(b) of this ordinance who were employed by the Board of Police Commissioners
22 immediately prior to September 1, 2013, and have been continuously employed by the City

1 since that date shall receive five (5) personal (discretionary) holidays which shall be
2 scheduled in accordance with department policies; Police Division civilian employees hired
3 on or after September 1, 2013, shall receive no personal (discretionary) holidays.

4

5 In addition to pay for hours physically worked on an official holiday, including any
6 overtime to which the employee is entitled under the pay ordinance, employees in Section
7 2(a) or 2(b) of this ordinance who were employed by the Board of Police Commissioners
8 immediately prior to September 1, 2013, will receive four (4) hours of compensatory time if
9 they are required to 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(a) or 2(b) of this
20 ordinance who were employed by the Board of Police Commissioners immediately prior to
21 September 1, 2013, and have been continuously employed by the City since that date who are

1 required to work the afternoon, evening overlay, or night watch on December 31 will receive
2 four (4) hours of compensatory time.

3
4 (c) Each appointing authority shall determine the manner of granting holidays and shall
5 report his/her determination to the Department of Personnel, if required by the Director of
6 Personnel. When full-time employees, whose pay is established in Section 2(a) or 2(b) of this
7 compensation ordinance, excluding employees of the Police Division, are required to work on
8 a holiday they shall be entitled to compensation for the holiday and the hours actually worked.
9 Compensation for the holiday shall be in an amount proportionate to the number of hours an
10 employee is regularly scheduled to work in a day or shift. When full-time bi-weekly rate
11 employees of the Police Division whose pay is established in 2(a) or 2(b) are required to work
12 on a holiday, they shall be entitled to leave with pay on another date designated by the
13 appointing authority in an amount proportionate to the number of hours an employee is
14 regularly scheduled to work in a day or shift.

15
16 Except as otherwise provided in this section, when a City holiday falls on an
17 employee's regularly scheduled day off, the employee shall be entitled to have compensatory
18 time added to his/her balance in an amount proportionate to the number of hours regularly
19 scheduled in a day or shift.

20
21 Employees of the EMS Service, whose positions are classified as EMS Dispatcher,
22 EMS Lead Dispatcher, EMT (Emergency Medical Technician), Paramedic, or Paramedic

1 Crew Chief, will be compensated with pay in lieu of compensatory time for all holidays and
2 receive twelve (12) hours of personal 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
21 designed to treat employees in the same manner who work substantially equivalent work
22 schedules.

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Employees whose pay is established in Section 2(b) of this ordinance and are Overtime Code 3 shall be entitled to one hundred forty-four (144) hours of compensatory time off in lieu of all holidays occurring in a calendar year. Employees whose pay is established in Section 2(b) of this ordinance and are Overtime Code 1 or 2 shall be entitled to one hundred twelve (112) hours of leave with pay or compensatory time off in lieu of all holidays occurring in a calendar year. Because of the necessity of maintaining the work schedule of such employees, the Director of 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.

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13
14

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.

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SECTION 17.
VACATION

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

1 guidelines and policies to govern the administration of vacation leave benefits in the
 2 Classified Service.

3
 4 (a) Vacation hours shall be granted to employees whose pay is established in Section 2(a)
 5 or 2(b) with an appointment date before April 23, 1989, as follows. This excludes all civilian
 6 employees hired by the Board of Police Commissioners prior to September 1, 2013.

| | PAY ESTABLISHED | | PAY ESTABLISHED | |
|------------------------------|----------------------|-------------------|----------------------|-------------------|
| | IN SECTION | | IN SECTION | |
| | 2(a) | | 2(b) | |
| 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> |
| 13 1 but less than 5 years | 5 | 130 | 3 | 78 |
| 14 5 but less than 10 years | 6 | 156 | 5 | 130 |
| 15 10 but less than 15 years | 7 | 182 | 6 | 156 |
| 16 15 but less than 20 years | 8 | 208 | 7 | 182 |
| 17 20 or more years | 9 | 234 | 8 | 208 |

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

1 This excludes all civilian employees hired by the Board of Police Commissioners prior to
2 September 1, 2013.

3

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

8

| | PAY ESTABLISHED | | |
|------------------------------|----------------------|-------------------|--|
| | IN SECTION | | |
| | 2(a) or 2(b) | | |
| 12 Length of | Bi-Weekly | Annual | |
| 13 <u>Cumulative Service</u> | <u>Accrual Rates</u> | <u>Equivalent</u> | |
| 14 1 but less than 5 years | 3 | 78 | |
| 15 5 but less than 10 years | 5 | 130 | |
| 16 10 but less than 15 years | 6 | 156 | |
| 17 15 but less than 20 years | 7 | 182 | |
| 18 20 or more years | 8 | 208 | |

19

20 Employees employed before July 18, 2010, whose pay is established in Section 2(a) or
21 2(b) of this ordinance completing five (5) years of cumulative service, ten (10) years of
22 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of

1 cumulative service shall have forty (40) hours of vacation added to their existing balance.
2 This excludes all civilian employees hired by the Board of Police Commissioners prior to
3 September 1, 2013.

4

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

9

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

14

15 PAY ESTABLISHED

16

IN SECTION

17

2(a) or 2(b)

18

Length of Bi-Weekly Annual

19

Cumulative Service Accrual Rates Equivalent

20

1 but less than 12 years 4.62 120.12

21

12 but less than 21 years 6.16 160.16

22

21 but less than 30 years 7.70 200.20

1 30 or more years 9.24 240.24

2

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

6 PAY ESTABLISHED

7 IN SECTION

8 2(a) or 2(b)

| 9 Length of | Bi-Weekly | Annual |
|------------------------------|----------------------|-------------------|
| 10 <u>Cumulative Service</u> | <u>Accrual Rates</u> | <u>Equivalent</u> |

| | | |
|----------------------------|---|----|
| 11 1 but less than 5 years | 3 | 78 |
|----------------------------|---|----|

| | | |
|-----------------------------|---|-----|
| 12 5 but less than 10 years | 5 | 130 |
|-----------------------------|---|-----|

| | | |
|------------------------------|---|-----|
| 13 10 but less than 15 years | 6 | 156 |
|------------------------------|---|-----|

| | | |
|------------------------------|---|-----|
| 14 15 but less than 20 years | 7 | 182 |
|------------------------------|---|-----|

| | | |
|---------------------|---|-----|
| 15 20 or more years | 8 | 208 |
|---------------------|---|-----|

16

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

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22 PAY ESTABLISHED

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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 |

(1) 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

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

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

12
13 (2) When an employee's full-time average work week is changed, the maximum
14 vacation balance shall be changed proportionately. In addition, the employee shall have
15 his/her current vacation balance adjusted so that the vacation shall maintain the same position
16 relative to the new maximum balance as existed with the employee's previous maximum
17 balance.

18
19 (3) Accrual of vacation shall cease when an employee accumulates the maximum
20 vacation balance established for the assigned work schedule and shall not resume until the
21 vacation balance is less than the maximum amount.

22

1 (i) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period
2 and each pay period thereafter, but employees must complete the entire pay period to accrue
3 the 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 on the
13 employee's last day at work.
14

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
20 (1) When the employee requests vacation leave in accordance with departmental
21 policies;
22

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) or 2(b) reaches
6 the established maximum accrual and would cease accruing vacation and notifies the
7 appointing authority in writing of his/her intention to schedule vacation. Such notice shall be
8 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
10 the 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
15 exceeded. This may be done a maximum of once in each calendar year. Management
16 employees may request payment from the appointing authority for up to an additional forty
17 (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. Employees whose pay is established in Section
19 2(b) of this ordinance may request payment for up to ninety-six (96) hours of vacation. These
20 requests are subject to the prior approval of the Director of Personnel.

21

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 ninety (90) days 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
6 terminated after twelve (12) months of continuous service, any accumulated vacation that is
7 due the 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
13 and 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
21 be eligible to use vacation as soon as it is accrued, unless stated otherwise in this ordinance,
22 provided the employee has completed ninety (90) days of continuous service prior to the

1 layoff and with approval of the appointing authority. An employee who has completed less
2 than ninety (90) days of continuous service will be required to complete the remaining portion
3 of the ninety (90) days before being eligible to use vacation.

4
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
7 in 17(a), 17(b), 17(d), 17(e) or 17(f) of this ordinance and based on the employee's original
8 appointment. A Commissioned Officer who retires and is rehired as a civilian employee will
9 be considered a new employee

10
11 **(o)** Appointing authorities shall be responsible for the management of their vacation
12 schedules so as to most effectively administer their organizations and fulfill the desire of
13 employees in the establishment of leave schedules.

14
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
17 appointing authority without a break in service or change in method of pay. Upon the death
18 of an employee, the person or persons entitled by law to receive any compensation due the
19 employee shall be paid the amount due the employee for accrued vacation.

20
21 **(q)** With the approval of the appointing authority, a retiring employee may be paid on the
22 payroll for accrued vacation in the month prior to retirement without inclusion in the

1 employee's final average compensation. An appointing authority may pay previously accrued
2 vacation off in a lump sum to an employee whose service with the City has terminated. Such
3 payment shall be made on the employee's last regular paycheck.

4
5 (r) Employees occupying excepted positions in the Classified Service shall be granted
6 vacation at the discretion of their appointing authority. An employee whose term in an
7 excepted position ends and who is then appointed to a permanent competitive position
8 working fifty percent (50%) time or more shall become eligible to accrue vacation leave with
9 pay upon appointment to the competitive position. Length of cumulative service for the
10 purpose of determining rate of vacation leave accrual shall be based on the employee's
11 original date of appointment to the excepted position, providing there was no break in service
12 between expiration of the excepted position and appointment to the permanent competitive
13 position. The date of appointment to the permanent competitive position shall be used to
14 determine the appropriate rate of vacation accrual for the corresponding length of cumulative
15 service in accordance with the schedule established in Section 17(b).

16
17 (s) Appointing authorities shall report leave with pay for vacation and such other
18 authorized absences as the Director of Personnel shall designate to the Department of
19 Personnel in such form and at such time as the Director of Personnel may require.

20
21 **SECTION 18.**

22 **SICK LEAVE**

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(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.

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 been used in the
3 determination of pension benefits paid to the retiree.

4
5 (e) Employees in Section 2(a) formerly employed by the Board of Police Commissioners
6 prior to April 20, 2011, and continuously employed by the City with thirty (30) years of
7 service and possessing 2,200 accrued sick leave hours, will receive compensation for one-half
8 of their accumulated sick leave hours. Employees in Section 2(a) formerly employed by the
9 Board of Police Commissioners hired prior to April 20, 2011, and continuously employed by
10 the City who have at least twenty (20) years of service who possess 1,600 accrued sick leave
11 hours, will receive compensation for one-fourth of their accumulated sick leave hours, and
12 also receive 173.33 hour pay (2080 hours divided by 12). All other employees in Section 2(a)
13 employed by the Board of Police Commissioners prior to April 20, 2011, and continuously
14 employed by the City who terminate their employment with the Division will receive
15 compensation for one-fourth of their accumulated sick leave hours at the time of termination.
16 These benefits are not granted to employees who have pled guilty, been found guilty or
17 otherwise convicted of a crime prior to termination.

18
19 (f) There shall be no advancement of paid sick leave. Sick leave shall be paid at full pay
20 at the current rate of compensation.

21
22 **SECTION 19.**

1 **MEDICAL LEAVE**

2
3 (a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent
4 competitive positions working fifty percent (50%) time or more in accordance with
5 regulations and procedures established by the Director of Personnel.

6
7 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
8 hours of medical leave for each bi-weekly pay period of employment but must complete the
9 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate
10 is established for employees working an average work week of forty (40) hours. Medical
11 leave shall be computed on a proportionate basis for employees whose average work week is
12 more or less than forty (40) hours. An eligible employee may be granted paid medical leave
13 by his/her appointing authority after completing ninety (90) days of continuous service.

14
15 (2) Employees in Section 2(a) hired by the Police Division on or after September
16 1, 2013, shall accrue medical leave as stated above in Section 19(a)(1).

17
18 (3) Employees in Section 2(a) hired by the Board of Police Commissioners before
19 September 1, 2013, shall be entitled to all of the sick and medical leave accrued during such
20 employment. Subject to the provisions of Section 19(a), medical leave with pay shall be
21 granted at the rate of 3.70 hours bi-weekly to employees in Section 2(a) hired by the Board of

1 Police Commissioners before September 1, 2013, employed by the City and continuously
2 employed by the City on September 1, 2013.

3

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

6

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

14

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

17

18 **(e)** All leave with or without pay for illness, injury, or physical inability to perform
19 assigned duties shall be recorded on the payroll or a subsidiary document in the manner
20 established by the Director of Personnel. Compensation for periods of absence from work
21 when an employee sustains an injury by accident on the job shall be governed by the
22 provisions of Section 25 (Workers' Compensation and Disability Leave) of this ordinance.

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(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

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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.

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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.

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

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 the leave was initiated. Failure of an employee to report for duty promptly at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct of the business of the City, an employee on leave other than military leave or qualifying family/medical leave may be notified by the appointing authority, with the

1 approval of the Director of Personnel, to return prior to the expiration of such leave. Failure
2 of the employee to return within ten (10) calendar days after receipt of such notice shall
3 terminate his/her leave of absence and be just cause for dismissal, subject to any applicable
4 federal, state or local regulations.

5
6 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting
7 of family/medical leave. The City of St. Louis will provide up to six (6) weeks of paid
8 family/medical leave, in accordance with the City's Family/Medical Leave Policy.

9
10 The Director of Personnel shall establish additional rules, guidelines and procedures
11 for the effective administration of the City's Family/Medical Leave Policy. The policy shall
12 comply with all provisions of the Family/Medical Leave Act of 1993 and any amendments
13 thereafter.

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

20
21 **(c)** Any employee in a competitive position who is appointed to an excepted position in
22 the Classified Service shall be granted an in-service leave without pay from the competitive

1 position during the term to which he/she is appointed to the excepted position. Such leave
2 shall be for the term of the appointment to the excepted position and until his/her successor
3 qualifies. Upon the expiration of the appointment to the excepted position, the employee shall
4 be reinstated to the competitive position he/she occupied immediately prior to the in-service
5 leave. The employee shall be reinstated to the competitive position as under a temporary
6 promotion pursuant to Section 6(a)(2) of this ordinance. Employees who are returned to a
7 competitive position shall retain any vacation, compensatory time, sick leave, or medical
8 leave balance in effect at the time of granting of the leave of absence for appointment to the
9 excepted position. Employees shall be given credit for time spent in an excepted appointment
10 in computing eligibility for additional vacation leave accrual.

11

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

21

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

8

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

13

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

17

18

SECTION 22.

19

FURLOUGHS

20

21 Contingent upon the declaration of the City’s Board of Estimate and Apportionment
22 that a fiscal crisis exists in the City so as to warrant the mandatory implementation of

1 furloughs of City officers and employees, the Board of Aldermen hereby authorizes such
2 budget required mandatory implementation of furloughs. As used herein the term “furlough”
3 shall mean time off without pay due to budget requirements. In the event furloughs are
4 implemented, the Director of Personnel shall issue, consistent with this ordinance, such
5 regulations and guidelines necessary for setting out a process for furlough implementation.

6
7 **SECTION 23.**

8 **INSURANCE BENEFITS**

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

20
21 **SECTION 24.**

22 **DEATH BENEFIT**

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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 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 25.

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

1 supervisor. The supervisor shall in turn report, through the appointing authority, all facts
2 concerning the incident to the City Counselor and the Director of Personnel. The appointing
3 authority shall promptly provide such written information and recommendations as may be
4 requested by the City Counselor to aid in making the determination of the period of disability.

5
6 The employee who suffers a personal injury as described in part (a) of this section, and
7 which results in temporary disability, may elect to use sick or medical leave for the first three
8 (3) days of temporary disability. Thereafter, the employee will be compensated at the rate
9 mandated by the Missouri Workers' Compensation Law. If the period of disability extends
10 fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during
11 the first three (3) days of disability will be restored to the employee's sick or medical leave
12 balance. The City Counselor shall determine the actual amount of compensation and length
13 of time during which payments are made for such temporary disability in accordance with the
14 Missouri Workers' Compensation Law.

15
16 **(b)** (1) Any employee in the competitive service whose class title and grade are
17 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
18 personal injury by accident or occupational disease while engaged in actual fire suppression,
19 or related emergency response activities on or about the premises where these activities are
20 being performed, or during transportation to and from the scene of the fire, or emergency,
21 shall promptly report such injury to his/her immediate supervisor. The injury shall be
22 promptly reported through appropriate management personnel to the Director of Personnel

1 and the City Counselor. During the period of temporary disability which has been determined
2 by the City Counselor to be a result of an injury by accident or occupational disease as
3 defined above, the employee may be continued on the payroll at the regular bi-weekly rate
4 less any amount the employee would otherwise pay in taxes on that portion of the benefit
5 found to be exempt from taxation under the Missouri Workers' Compensation Law, or the
6 federal tax code. Disability leave may also be granted when an employee suffers injury as a
7 result of participation in Training Simulation of an exceptional and highly dangerous nature
8 wherein the appointing authority or the Director of the Department of Public Safety has
9 gained the approval of the Director of Personnel prior to such Training Simulation.

10
11 (2) Any employee in the competitive service whose class title and grade are
12 established in Section 1(a) of this ordinance and denoted by the suffix "F" who shall suffer
13 personal injury by accident or occupational disease arising out of and in the regular course of
14 employment while engaged in or about the premises where his/her duties are being
15 performed, except as otherwise provided in Section 25(b)(1) above shall likewise, promptly
16 report such injury to his/her immediate supervisor, who shall report, through his/her
17 appointing authority, all facts concerning the incident to the City Counselor and the Director
18 of Personnel. During any such period of temporary disability, the employee shall be entitled
19 to workers' compensation benefits as prescribed by State Law.

20
21 (3) Employees in the competitive service whose pay is established in Section 2(a)
22 of this ordinance and who were employed by the Board of Police Commissioners and who

1 remain employed by the Police Division who suffer personal injury by accident or
2 occupational disease arising out of and in the regular course of employment shall receive
3 compensation in accordance with Police Division policies.

4
5 (c) The City Counselor, the Director of Personnel, or the appointing authority may require
6 an employee to undergo a physical examination and medical or surgical treatment at the
7 expense of the City to diagnose and treat injuries or illnesses arising out of employment.

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

13
14 (e) The City Counselor and the Director of Personnel shall be responsible for the
15 administration of the provisions of this Section and shall establish and publish procedural
16 regulations for the administration of the program. Each appointing authority shall establish
17 procedures to comply with the provisions of this section and established regulations.

18
19 **SECTION 26.**

20 **JURY AND WITNESS LEAVE**

1 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
2 (50%) time or more for such time when such employees are serving as jurors pursuant to
3 order of the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-
4 weekly rate employee, when so summoned for jury service, shall report such fact within
5 seventy-two (72) hours to his/her appointing authority and display to the appointing authority
6 the summons which the employee has received and shall give the appointing authority in
7 writing the date and the time of such jury service. No bi-weekly rate employee shall receive
8 any compensation from the Jury Commissioner or the United States District Court system for
9 jury service for days the employee receives compensation from the City. A bi-weekly rate
10 employee may keep the jury stipend for days when the employee receives no compensation
11 from the City (off days, docks, leaves, etc.). Upon being discharged from serving as a juror
12 by the Court or Jury Commissioner, the employee shall forthwith report to his/her appointing
13 authority if discharged during their normally scheduled work hours and shall submit to his/her
14 appointing authority a written statement from the Jury Commissioner certifying that the
15 employee has served as a juror and the time and date so served. The appointing authority
16 shall, upon receipt of the statement of jury service, credit the employee with paid jury leave
17 for such service.

18

19 **(b)** Leave with pay shall be granted to bi-weekly rate employees for such time when the
20 employee's presence is required by the prosecutor in a criminal proceeding or grand jury
21 procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any
22 bi-weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is

1 required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours
2 to his/her appointing authority and shall give the appointing authority in writing the date and
3 time his/her presence is required for such criminal prosecution. Each appointing authority
4 shall establish controls to ensure that any paid leave is actually required by the prosecuting
5 authority. An appointing authority may require an employee to furnish satisfactory evidence
6 of being required to be off the job and that all time off was in connection with the prosecution
7 of the case. This procedure shall apply for employee participation in criminal prosecution in
8 State or Federal Courts.

9
10 **SECTION 27.**

11 **DEFERRED COMPENSATION**

12
13 **(a)** Authority is hereby granted for the establishment of a deferred compensation plan for
14 the City of St. Louis.

15
16 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the
17 Comptroller is authorized to enter into an agreement with eligible participants, whereby said
18 participants may designate a portion of their future earnings to be deducted by the City and
19 placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for
20 the purpose of providing tax 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
3 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside
4 parties to provide administrative and/or investment services after following competitive
5 bidding procedures. The Board of Estimate and Apportionment is authorized, after analyzing
6 the various competitive bids submitted in accordance with the requirements of this ordinance,
7 to select the plan or plans it determines to meet the requirements established as a part of the
8 competitive bidding procedures and to be in the best interest of the participants. No
9 investment plan shall be considered unless offered by a duly licensed resident agent
10 representing a company duly licensed and authorized by the State of Missouri and other
11 applicable federal regulatory agencies to offer such insurance or investment programs.

12

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

18

19

SECTION 28.

20

RETIREMENT

21

22

The following provisions shall apply to the Employees Retirement System:

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

9
10 (4) Twelve (12).

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

1 of employment before October 1, 1988, after the calendar month in which the member attains
2 age seventy (70). No creditable service for prior employment shall be granted to an employee
3 who becomes a member after April 1, 1960, unless he/she was employed by an employer on
4 April 1, 1960.

5

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

9

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

12

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

15

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

17

18 **SECTION 29.**

19 **SEVERABILITY**

20

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

1 of this ordinance are valid, unless the court finds the valid sections of the ordinance are so
2 essential and inseparably connected with and dependent upon the void section that it cannot
3 be presumed that the Board of Aldermen would have enacted the valid sections without the
4 void ones, or unless the court finds that the valid sections standing alone are incomplete and
5 are incapable of being executed in accordance with the legislative intent.

6
7 **SECTION 30.**

8 **REPEAL OF PREVIOUS ORDINANCES**

9
10 Ordinance 71963 and all other ordinances or amendments, or parts thereof conflicting
11 with the provisions of this ordinance are hereby repealed, effective June 14, 2026.

12
13 **SECTION 31.**

14 **EMERGENCY CLAUSE**

15
16 This ordinance being deemed necessary for the immediate preservation of the public
17 peace, health and safety is declared to be an emergency ordinance pursuant to Article IV,
18 Section 19 and 20 of the City Charter.

19
20 **INDEX TO COMPENSATION ORDINANCE**

1 This index is for general reference purposes and may not reference all provisions of
2 this ordinance. For complete scope refer to specific provisions of this ordinance.

3

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