

1 **BOARD BILL NO. 15 SPONSORED BY: PRESIDENT JAMES SHREWSBURY, STEPHEN**
2 **GREGALI**

3 An Ordinance to repeal Ordinance No. 64944, approved June 8, 2000 and Ordinance No.
4 65525 approved June 15, 2002 establishing the salaries of employees in the Sheriff's Office and
5 enacting in lieu thereof a new Ordinance fixing the annual rate of compensation of command
6 personnel and deputies appointed to assist in the performance of the duties of the Sheriff and
7 containing an emergency clause.

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

9 **SECTION ONE.** Ordinance 64944 approved June 8, 2000 and Ordinance No.65525
10 approved June 15, 2002 is hereby repealed and a new ordinance is hereby enacted, to read as
11 follows:

12 **SECTION TWO.** The following command personnel and deputies in the Sheriff's Office
13 as may be appointed under provisions of Section 57.530 Missouri revised Statutes, 1978 shall be
14 compensated not in excess of compensation as established in accordance with Section Three and
15 subsequent sections of this ordinance.

16

17	TITLE	GRADE
18	Chief Executive Deputy - Attorney	16G
19	Lieutenant Colonel - Administrative Aid Captains	18G
20	Majors	17G
21	Captains	16G
22	Lieutenants	14G
23	Sergeants	13G
24	Senior Deputies	12G
25	Deputy Sheriffs Level 1	11G
26	Deputy Sheriff Level 2	10G

27

28 **(1) (a) SECTION THREE. OFFICIAL PAY SCHEDULE OF GRADES.**

29 There is hereby adopted as the compensation schedule for all pay ranks established in Section
30 Two beginning with the bi-weekly pay period starting June 13, 2004, or the beginning of the first bi-
31 weekly pay period starting concurrently with or after the effective date of this ordinance, which ever

1 date is later and extending through the bi-weekly pay period ending June 11, 2005.

2 (1)(a)There is hereby adopted as the salary pay schedule for all classification grades of
3 positions in Section One of this ordinance, beginning with the bi-weekly pay period June 13,2004.

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

5	GRADE	MINIMUM	MAXIMUM
6	5	619	928
7	6	674	1011
8	7	735	1102
9	8	801	1201
10	9	873	1309
11	10	951	1427
12	11	1037	1556
13	12	1130	1696
14	13	1251	1878
15	14	1439	2159
16	15	1654	2483
17	16	1904	2855
18	17	2189	3284
19	18	2517	3776
20	19	2895	4343
21	20	3330	4994
22	21	3596	5394
23	22	3883	5825
24	23	4194	6292

25

26 (2)(a) There is hereby adopted as the salary pay schedule for all classification grades of positions in
27 Section One of this ordinance, beginning with the bi-weekly pay period June 12,2005.

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

29	GRADE	MINIMUM	MAXIMUM
30	5	631	947

1	6	687	1031
2	7	750	1124
3	8	817	1225
4	9	890	1335
5	10	970	1456
6	11	1058	1587
7	12	1153	1730
8	13	1276	1916
9	14	1468	2202
10	15	1687	2533
11	16	1942	2912
12	17	2233	3350
13	18	2567	3852
14	19	2953	4430
15	20	3397	5094
16	21	3668	5502
17	22	3961	5942
18	23	4278	6418

19 **SECTION FOUR.** (A) A shift differential compensation for certain work assignments may
20 be paid. The Appointing Authority shall determine the work assignments or activities performed for
21 which shift differential compensation shall be paid.

22 Before shift differential compensation may be made an employee must have completed (5)
23 hours of regular employment before 7:00 A.M. or five hours after 3:00 P.M. in twenty four hour
24 period which begins at the employees' normal reporting time.

25 An employee shall be paid 0.85% of the employee's regular base bi-weekly rate for each
26 eligible shift worked in a bi-weekly pay period.. An employee shall work a complete eligible shift
27 to receive shift differential compensation.

28 Shift differential shall not be paid to employees who work part-time, or full-time regular
29 employees docked for any portion of a shift. An employee shall receive shift differential for working
30 a portion of an eligible shift. Shift differential shall only be paid for whole hours worked, providing
31 the portion of the shift not worked is charged to paid leave. A fraction of an hour shall not be
32 counted toward the payment of the differential. An employee shall not receive shift differential
33 compensation for any overtime worked that is not part of their regular schedule.

34 Employees who work on a Saturday and/or Sunday shall be paid a weekend differential. This
35 differential shall be 0.85% of an employee's base bi-weekly rate and shall not be paid for any

1 overtime worked that is not part of an employee's regular schedule. An employee shall receive
2 weekend differential for working a portion of an eligible day. This differential shall only paid for
3 whole hours worked, providing the portion of the day not worked is charged to paid leave. A
4 fraction of an hour shall not be counted toward the payment of the differential. Weekend differential
5 shall not be paid to employees compensated on an hourly or per-performance basis or to bi-weekly
6 paid employees who work part-time or full-time regular employees docked for any portion of a day.

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

10 An employee who is appointed to a position requiring advanced technical skills or
11 professional qualifications may be paid at a rate up to ten (10%) higher than prescribed for the class
12 . Such advancement shall be made solely on the basis that the employee possesses exceptional
13 academic qualifications related to the duties of the position. The Appointing Authority may also
14 establish other bonus, incentive, or reimbursement programs to encourage current employees to
15 attain registration, licensure, certification, or proof of professional mastery when it is deemed to be
16 in the best interest of the service, or when such credentials are clearly recognized as adding to the
17 capability of individuals in that area. Incentives, bonuses, or reimbursements conveyed under such
18 programs would not result in an employee being ruled ineligible for bonuses or salary increases
19 permitted under other sections of this pay ordinance.

20 The Appointing Authority may establish a location allowance for positions which are difficult
21 to fill at specific duty stations. This allowance shall be in an amount up to ten percent of the median
22 of the pay range of the position for which the allowance is to be paid. The location allowance shall
23 be considered an addition to pay and shall not change the employee's base rate.

24 (B) No employee shall be paid at the rate lower than the minimum or higher than the
25 maximum of the salary range established for the class to which his/her position has been allocated,
26 except as otherwise provided in this ordinance.

27 (C) When a new employee is approved under Section 57.530 Missouri Revised Statues,
28 1978, the annual rate of compensation shall be twenty-six (26) times the first or lowest step within
29 each rank or position.

30 (D) Deputies and assistants in the Sheriff's Office may receive such hourly, daily or other
31 rate as may be allowed by the Circuit Court, for special services authorized by the Circuit Court, and
32 assigned by the Sheriff, when such special services are for additional work over and above the
33 regularly assigned working hours and payment of such special service is being taxed as costs in the
34 particular case or circumstance and deposit of such cost is made in advance of such special services.

35 **SECTION FIVE. Starting Salary**

36 The minimum rate of pay for a position shall be paid upon original appointment to the class,
37 unless the appointing authority finds that it is impossible to recruit employees with adequate
38 Qualifications at the minimum rate.

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

4 **SECTION SIX. Promotion, Demotion, Reallocation and Transfer:**

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

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

10 (1) When an employee is promoted to a position in the General Schedule, the employee's
11 salary shall be set at a rate which is five (5%) higher than the rate received immediately prior to
12 promotion. The Appointing Authority may approve up to a twenty percent (20%) salary adjustment
13 when such action is needed to attract experienced, qualified candidates for a position. Such salary
14 determination shall take into consideration the nature and magnitude of the accretion of duties and
15 responsibilities resulting from the promotion. However, no employee shall be paid less than the
16 minimum rate nor more than the maximum rate for the new class of position, except as otherwise
17 provided in this ordinance.

18 (2) Temporary Promotions: Promotions of employees regardless of status, made for a limited
19 duration, shall result in a salary adjustment as is Paragraph(a) (1) of this Section. Upon expiration
20 of the temporary promotion, the employee shall be returned to his/her former rate of pay, adjusted
21 by any increases the employee may have received in the absence of the temporary promotion. In no
22 case shall the employee's salary be above the maximum of the salary range.

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

25 (1) If an employee accepts a voluntary demotion, his or her rate of pay shall be reduced to
26 a rate within the range for the new position. The appointing authority may approve up to a ten
27 percent (10%) salary decrease upon demotion. However, no employee shall be paid less than the
28 minimum nor more than the maximum rate for the new class of position.

29 (c) Reallocation:

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

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

38 (3) The salary of an employee whose position is allocated to a class in a higher pay grade

1 shall be determined in accordance with the provisions of this Section 6 relating to salary
2 advancement on promotion.

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

7 **SECTION SEVEN: Salary Adjustment.**

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

11 (1) Exceptional performance of duties:

12 The appointing authority of an employee who demonstrates exceptional performance of
13 duties or outstanding qualifications may advance the employee, by not more than ten percent (10%)
14 after twenty-six (26) weeks of employment at a rate in the salary range.

15 (2) Substandard performance of duties:

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

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

25 (c) The Appointing Authority may establish procedures for the review and approval of
26 within-range salary adjustments to correct or mitigate serious and demonstrable internal pay
27 inequities. Salary adjustment under this provision shall preclude adjustments to compensate or
28 reward employees for long-term or meritorious service. The Appointing Authority may approve a
29 within-range salary adjustment in any whole dollar increment up to ten percent (10%) of an
30 employee's bi-weekly base.

31 (h) The Appointing Authority may approve a within range salary adjustment up to ten percent
32 (10%) or other incentives to retain employees in positions that are difficult to fill, or because of their
33 unique requirements. Said adjustment may only be granted once during a twenty-six (26) week
34 period.

35 (i) For the purpose of computing earnings and length of service for salary advancement, the
36 time shall start with the Sunday preceding all appointments effective on Monday. Absence from
37 service as a result of vacation, sick leave, jury/witness leave, suspension, non-paid absence, leave
38 of absence for service in the armed forces, and leaves of absence for study to improve performance

1 of City job will not interrupt continuous service. Absence from service for any other cause except
2 as set forth above will result in breaking continuity of service.

3 **SECTION EIGHT. Income Sources.**

4 Any salary paid to an employee in the City service shall represent the total remuneration for
5 the employee, excepting reimbursements for official travel and other payments specifically
6 authorized by ordinance. No employee shall receive remuneration from the City in addition to the
7 salary 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 of
9 duties which employee may undertake or volunteer to perform.

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

17 **SECTION NINE. Conversion**

18 (a) All pay schedules in Section 3(1)(a) shall continue in effect until the beginning of the bi-
19 weekly pay period starting June 12, 2005 after which time the rates to be paid to employees in
20 position of any class for which a rate is established or changed in Section 3 (2) (a) of this ordinance
21 shall be adjusted as follows:

22 (1) The salary of each employee whose pay range is established in Section 3(1) (a) of this
23 ordinance and whose class title remains unchanged or whose class title is changed to better describe
24 his/her position, without a substantial revision in the class of position shall remain the same.

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

30 This provision shall not apply to employees whose rate is deemed to be above the maximum
31 of the new range as a result of demotion or reallocation.

32 (3) The salary of each employee whose pay range is established in Section 3(2)(a) of this
33 ordinance and whose class has been allocated to a higher pay grade in the appropriate pay schedule,
34 as determined by the Appointing Authority, shall have their current salary increased to a rate,
35 rounded to the nearest whole dollar, which provides a two percent (2.0%) increase in addition to a
36 five percent (5%) adjustment in accordance with Section 6 of this pay ordinance, but not less than
37 the minimum of the pay range.

38 (b) No employee shall be reduced in salary by reason of the adoption of the new pay

1 schedules in this ordinance.

2 (c) The Appointing Authority may establish a special conversion procedure for a class or
3 position in the event that the appointing authority determines that a serious inequity would be
4 created by the application of the conversion procedures established in this Section.

5 **SECTION TEN. Changes to pay Plan**

6 Whenever the appointing Authority finds it necessary to add a new class to the Pay plan, the
7 Appointing Authority shall allocate the class to an appropriate grade and schedule in this ordinance,
8 and notify the Board of Alderman of this action.

9 Whenever the appointing Authority finds it necessary to change the pay schedule of an
10 existing class within the Pay plan, the Appointing Authority shall allocate the class to the appropriate
11 schedule in this ordinance, and notify the Board of Alderman of this action

12 **SECTION ELEVEN. Sick Leave**

13 The Appointing Authority may establish or authorize the creation of "Sick Leave Bank" programs,
14 may issue and/or approve such regulations and guidelines as are necessary for implementation.

15 **SECTION TWELVE. Military Leave**

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

18 Before military leave without pay is authorized, the employee shall present to the employee's
19 appointing authority evidence of such military service.

20 Upon the expiration of military leave of absence, the employee shall be reinstated to the class
21 of position he/she occupied at the time the leave was granted without breaking continuity of service.
22 Failure of an employee to report for duty within the time pursuant to State or Federal Law shall be
23 just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the
24 employee upon his/her return.

25 **SECTION THIRTEEN. Leave of Absence and Family/Medical Leave**

26 Employees may request a leave of absence for any reason under the leave policy, or may be eligible
27 for a "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of the
28 federal "Family and Medical Leave Act of 1993" as provided in this ordinance.

29 (a) An appointing authority, may grant an employee in a competitive position a general leave
30 of absence without pay for a period not to exceed twelve (12) months, whenever such leave is
31 considered to be in the best interest of the City Service. Such non-paid leaves are granted at the
32 discretion of the appointing authority and may be for any reason including an employee's personal
33 illness when the circumstances do not qualify for family/medical leave, or when eligibility for
34 family/medical leave has been exhausted.

35 Upon the expiration of such leave of absence, the employee shall be reinstated to the
36 competitive position he or she occupied at the time the leave was granted provided he or she is able
37 to perform the duties of the position. The employee shall be reinstated to the position at the same

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

8 (b) The federal "Family and Medical Leave Act of 1993" entitles eligible employees to up to 12
9 weeks of unpaid leave in any 12-month period for the birth, adoption or placement of a child, to care
10 for a spouse or an immediate family member with a serious health condition, or when the employee
11 is unable to work because of a serious health condition. While an employee is on a qualifying
12 family/medical leave of absence, the City of St. Louis will continue to pay the employee's health care
13 premiums, if any, during the leave period. Once the leave is concluded, the employee shall be
14 reinstated to the same or an equivalent job.

15 The Appointing Authority shall establish additional rules, guidelines and procedures for the
16 effective administration of the "Family/Medical Leave Policy." The policy shall comply with all
17 provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

18 (c) Employees who are granted general leaves of absence and other non-paid leaves of absence,
19 except family/medical leaves of absence, must take all accrued vacation and authorized sick leave
20 at the start of the leave of absence. Employees who are granted a non-paid leave of absence will not
21 accrue vacation or sick leave during the period of non-paid leave. Upon the expiration of such leaves
22 of absence, the employee shall follow the procedures as established in this Section 13 and any other
23 applicable regulations and procedures as established by the Appointing Authority.

24 **SECTION FOURTEEN. Jury and Witness Leave**

25 (a) Jury leave with pay shall be granted to bi-weekly paid employees working one-half (50%)
26 time or more for such time when such employees are serving as jurors pursuant to order of the St.
27 Louis Circuit Court or Federal District Court in St. Louis. Any bi-weekly paid employee, when so
28 summoned for jury service, shall report such fact within seventy-two (72) hours to his/her appointing
29 authority and display to the appointing authority the summons which the employee has received and
30 shall give the appointing authority in writing the date and the time of such jury service. No bi-
31 weekly paid employee shall receive any compensation from the Jury Commissioner or the Federal
32 District Court system for jury service for days the employee receives compensation from the City.
33 A bi-weekly paid employee may keep the jury stipend for days when the employee receives no
34 compensation from the City (off days, docks, leaves, etc.) Upon being excused from serving as a
35 juror by the Court or the Jury Commissioner, the employee shall report forthwith to his/her
36 appointing authority and shall submit to his/her appointing authority a written statement from the
37 Jury Commissioner certifying that the employee has served as a juror and the time and date so

1 served. The appointing authority shall, upon receipt of the statement of jury service, credit the
2 employee with paid jury leave for such service.

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

14 **SECTION FIFTEEN.**

15 The "Sheriff's Attorney" as provided under Section 57.540, Missouri Revised Statutes, 1978,
16 shall receive in addition to the compensation for his services as provided thereunder the sum of three
17 thousand dollars per annum in bi-weekly installments. In no event shall the total of said salary
18 exceed fifteen thousand dollars.

19 **SECTION SIXTEEN. Passage of Ordinance**

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