

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

An Ordinance to regulate employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance Number 71970; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period in which this ordinance is approved by the Mayor.

BOARD BILL NUMBER 16 INTRODUCED BY ALDERMAN RASHEEN ALDRIDGE

1 An Ordinance to regulate employer and employee working relationships between the City of St.
2 Louis and all employees under the Medical Examiner’s Office, including a compensation plan,
3 terms and conditions of employment, benefits, leaves of absence, and authorization for a
4 Deferred Compensation Plan; repealing Ordinance Number 71970; allocating certain other
5 employees to a grade with rate; and including an emergency clause. The provisions of the
6 sections contained in this ordinance shall be effective with the start of the first pay period in
7 which this ordinance is approved by the Mayor.

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

9 **SECTION 1. Alphabetical List Of Classes.**

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

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

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

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

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

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

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

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

7 (1) In order for an employee in Section 2(a) to be eligible for shift differential
8 compensation, the employee must work a shift that requires the completion of four (4) hours of
9 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are
10 assigned to work schedules that require them to rotate among three shifts (day, evening, night) on
11 a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all
12 three shifts worked.

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

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

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

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

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

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

1 benefits. Therefore, per performance and hourly employees will be limited to work an equivalent
2 of ten (10) months of full-time employment (1,733 hours) per year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21 **SECTION 3. Subsistence And Maintenance Charges.**

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

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

7 **SECTION 4. Salary Range Limitations.**

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

11 **SECTION 5. Starting Salary.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9 (c) Reallocation:

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

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

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

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

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

3 **SECTION 7. Salary Adjustment.**

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

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

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

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

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

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

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

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

22 (2) Substandard performance of duties:

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

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

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

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

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

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

1 **SECTION 8. Income Sources.**

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

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

15 **SECTION 9. Conversion.**

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

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

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

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

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

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

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

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

17 **SECTION 10. Payment Of Salaries.**

18 All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly.
19 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
20 on the various payrolls. The payment due each employee for service, except as otherwise provided,
21 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
22 event that an employee is dismissed or has been employed for occasional or emergency work, the
23 Comptroller may immediately pay the employee upon termination of service without waiting for

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

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

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

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

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

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

19 **SECTION 12. Payroll Form.**

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

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

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

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

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

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

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

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

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

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

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

18 **SECTION 15. Overtime.**

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

23 OVERTIME CODE (OVTM):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3 **SECTION 16. Holidays.**

4 **(a)** Medical Examiner employees working full-time who are paid a bi-weekly rate shall be
5 entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly
6 scheduled work on the following designated holidays:

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
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 In addition to the above enumerated designated holidays, full-time Medical Examiner
20 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as
21 established by this Section 16 on any day or partial day the mayor declares by proclamation the
22 closing of City offices.

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

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

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

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

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

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

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

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

19 **SECTION 17. Vacation.**

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

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

3 PAY ESTABLISHED

4 IN SECTION

5 2(a)

6 Length of	Bi-Weekly	Annual
7 <u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
8 1 but less than 5 years	5	130
9 5 but less than 10 years	6	156
10 10 but less than 15 years	7	182
11 15 but less than 20 years	8	208
12 20 or more years	9	234

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

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

19 PAY ESTABLISHED

20 IN SECTION

21 2(a)

22 Length of	Bi-Weekly	Annual
23 <u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>

1	1 but less than 5 years	3	78
2	5 but less than 10 years	5	130
3	10 but less than 15 years	6	156
4	15 but less than 20 years	7	182
5	20 or more years	8	208

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

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

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

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

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

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

- 15 (1) of appointment;
- 16 (2) of return to duty from leave of absence;
- 17 (3) of restoration to employment of one-half (50 percent) time or more.

18 Vacation leave shall be granted in whole hour units. On termination of service, any
19 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
20 last day at work or beginning of terminal leave.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4 **SECTION 18. Sick Leave.**

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

8 (b) An active employee who is a member of the Employees Retirement System of the City of
9 St. Louis, and who applies for retirement and immediately retires from active service, shall receive
10 payment for his/her sick leave balance less any sick leave credited or paid to a member or used in
11 the calculation of retirement benefits under this or any other ordinance(s). If the Employees
12 Retirement System provides for sick leave to be credited or paid to a member or used in the
13 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50
14 percent) of the value of the employee's sick leave balance. If the Employees Retirement System
15 of the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
16 calculation of retirement benefits, this payment shall be fifty percent (50 percent) of the value of
17 the employee's sick leave balance at time of retirement.

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

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

4 **SECTION 19. Medical Leave.**

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

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

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

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

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

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

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

14 (g) Each manager/supervisor shall institute procedures, in accordance with regulations
15 established by the Chief Medical Examiner that will discourage the improper use of medical leave
16 with pay. When an employee is removed from the payroll for absence not approved by the
17 appointing authority, the employee shall be notified promptly in writing.

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

20 **SECTION 20. Military Leave.**

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

23

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

5 Upon the expiration of military leave of absence, the employee shall be reinstated to the
6 class of position he/she occupied at the time the leave was granted without breaking continuity of
7 service. Failure of an employee to report for duty within the time pursuant to state or federal law
8 shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored
9 to the employee upon his/her return.

10 **SECTION 21. Education Reimbursement.**

11 A manager/supervisor may, with the prior approval of the Chief Medical Examiner,
12 authorize salary payments, payments of tuition expenses, fees, books and related material in whole
13 or in part to employees to permit them to attend school, visit other governmental agencies or in
14 any approved manner to devote themselves to improvement of knowledge or skills required in the
15 performance of the duties of their position.

16 The Department of Personnel may reimburse, in whole or in part, expenses incurred by
17 employees in the pursuit of improvement of the knowledge and skills required in the performance
18 of their positions or in higher positions, when funds have been budgeted therefore.

19 A manager/supervisor, with the approval of the Chief Medical Examiner, may establish a
20 program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of
21 improvement of the knowledge and skills required in the performance of the duties of their
22 positions or to improve their professional, technical or managerial knowledge or skill.

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

2 An employee may request a leave of absence, or a manager/supervisor may request a leave
3 of absence for an employee, for any reason under the City's general leave policy, or a
4 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
5 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
6 provisions and regulations as determined by the Chief Medical Examiner.

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

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

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

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

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

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

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

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

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

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

19 **SECTION 23. Furloughs.**

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

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

4 **SECTION 24. Insurance Benefits.**

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

15 **SECTION 25. Death Benefit.**

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

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

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

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

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

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

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

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

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

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

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

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

17 **SECTION 28. Deferred Compensation.**

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

20 (b) In accordance with the regulations applicable to the plan, as set out herein, the Comptroller
21 is authorized to enter into an agreement with eligible participants, whereby said participants may
22 designate a portion of their future earnings to be deducted by the City and placed in a fund to be

1 designated "City of St. Louis Deferred Compensation Plan Fund" for the purpose of providing tax
2 deferred benefits to the participants upon retirement.

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

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

19 **SECTION 29. Retirement.**

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

21 (a) "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:
22

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

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

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

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

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

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

21 (4) Twelve (12).

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

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

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

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

18 **SECTION 30. Severability.**

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

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

3 **SECTION 31. Repeal Of Previous Ordinances.**

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

6 **SECTION 32. Emergency Clause.**

7 This ordinance being deemed necessary for the immediate preservation of the public peace,
8 health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and
9 20 of the City Charter.

10 **INDEX TO COMPENSATION ORDINANCE**

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

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

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

1	Vacation	17
2	Workers' Compensation	26
3	Approved:	

ORDINANCE NUMBER 71970

BOARD BILL NUMBER 180 INTRODUCED BY ALDERWOMAN PAMELA BOYD

1 An ordinance to regulate employer and employee working relationships between the City of St.
2 Louis and all employees under the Medical Examiner’s Office, including a compensation plan,
3 terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred
4 Compensation Plan; repealing **Ordinance Number 71746**; allocating certain other employees to
5 a grade with rate; and including an emergency clause. The provisions of the sections contained in
6 this ordinance shall be effective with the start of the first pay period following approval by the
7 Mayor.

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

9 **SECTION 1. ALPHABETICAL LIST OF CLASSES**

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

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

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

1 **SECTION 2. OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES**

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

6 **(a) GENERAL AND MANAGEMENT PAY SCHEDULE:**

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

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

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

6

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21 **SECTION 4. SALARY RANGE LIMITATIONS**

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

4 **SECTION 5. STARTING SALARY**

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

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

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

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

20 (c) Employees with permanent status who are eligible for reemployment as determined by the
21 Rules of the Department of Personnel shall be reemployed at an appropriate rate within the new

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

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

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

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

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

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

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

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

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

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

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

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

4 **(c) Reallocation:**

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

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

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

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

21 **SECTION 7. SALARY ADJUSTMENT**

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

3 (a) Competitive positions for which salary is established in Section 2(a) - General and
4 Management Schedule;

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

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

18

19 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks
20 of continuous service from the date of original appointment or from the date of the last salary
21 adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an
22 across-the-board ordinance increase, an increase resulting from an authorized incentive program,

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

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

10 (1) Exceptional performance of duties:

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

15 (2) Substandard performance of duties:

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

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

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

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

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

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

16 **SECTION 8. INCOME SOURCES**

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

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

8 **SECTION 9. CONVERSION**

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

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

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

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

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

6 (e) All full-time employees whose salary is established in Section 2(a) – General and
7 Management Pay Schedules whose bi-weekly rate is within the range of pay or above the
8 maximum of the range of pay shall have their bi-weekly rate increased by three percent (3 percent)
9 effective beginning with the start of the bi-weekly pay period following the effective date of this
10 ordinance.

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

13 **SECTION 10. PAYMENT OF SALARIES**

14 All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly. The
15 Chief Medical Examiner and Comptroller shall establish the procedure for listing employees on
16 the various payrolls. The payment due each employee for service, except as otherwise provided,
17 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
18 event that an employee is dismissed or has been employed for occasional or emergency work, the
19 Comptroller may immediately pay the employee upon termination of service without waiting for
20 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
21 Commission where the employee worked.

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

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

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

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

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

16 **SECTION 12. PAYROLL FORM**

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

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

5 **SECTION 13. CERTIFICATION OF PAYROLL**

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

11 **SECTION 14. MINIMUM WORK HOURS**

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

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

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

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

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

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

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

16 **SECTION 15. OVERTIME**

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

21 OVERTIME CODE (OVTM):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7 **SECTION 16. HOLIDAYS**

8 (a) Medical Examiner employees working full-time who are paid a bi-weekly rate shall be
9 entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly
10 scheduled work on the following designated holidays:

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

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

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

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

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

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

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

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

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

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

22 **SECTION 17. VACATION**

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

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

7 PAY ESTABLISHED

8 IN SECTION

9 2(a)

10 Length of	Bi-Weekly	Annual
11 <u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
12 1 but less than 5 years	5	130
13 5 but less than 10 years	6	156
14 10 but less than 15 years	7	182
15 15 but less than 20 years	8	208
16 20 or more years	9	234

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

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

1 PAY ESTABLISHED

2 IN SECTION

3 2(a)

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

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

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

19 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
20 and accrual maximums for vacation are for employees working a scheduled work week of forty
21 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
22 for employees whose average work week is more or less than forty (40) hours. When an eligible

1 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
2 proportionately. All references in this ordinance to cumulative service for vacation shall mean
3 cumulative service without a break in service of more than one year, except as provided otherwise
4 in this ordinance. No employee who works less than fifty percent (50 percent) time or who is
5 serving in a limited-term position shall be eligible to accrue vacation.

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

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

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

- 20 (1) of appointment;
- 21 (2) of return to duty from leave of absence;
- 22 (3) of restoration to employment of one-half (50 percent) time or more.

1 Vacation leave shall be granted in whole hour units. On termination of service, any fractional hour
2 shall be made whole. The accrual of vacation leave shall cease at the employee's last day at work
3 or beginning of terminal leave.

4 (g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but
5 may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted
6 to the employee at the discretion of the manager/supervisor as provided by this ordinance in one
7 of the following ways:

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

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

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

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

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

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

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

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

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

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

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

3 Any such reemployed worker shall be given credit for prior continuous service in determining the
4 employee's vacation accrual rate in accordance with the schedule established in Section 17(a) or
5 17(b) of this ordinance and based on the employee's original appointment.

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

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

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

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

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

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

13 **SECTION 18. SICK LEAVE**

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

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

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

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

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

12 **SECTION 19. MEDICAL LEAVE**

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

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

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

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

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

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

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

1 (g) Each manager/supervisor shall institute procedures, in accordance with regulations
2 established by the Chief Medical Examiner that will discourage the improper use of medical leave
3 with pay. When an employee is removed from the payroll for absence not approved by the
4 appointing authority, the employee shall be notified promptly in writing.

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

7 **SECTION 20. MILITARY LEAVE**

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

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

14 Upon the expiration of military leave of absence, the employee shall be reinstated to the class of
15 position he/she occupied at the time the leave was granted without breaking continuity of service.
16 Failure of an employee to report for duty within the time pursuant to state or federal law shall be
17 just cause for dismissal. The employee's accumulated leave balance(s) shall be restored to the
18 employee upon his/her return.

19 **SECTION 21. EDUCATION REIMBURSEMENT**

20 A manager/supervisor may, with the prior approval of the Chief Medical Examiner, authorize
21 salary payments, payments of tuition expenses, fees, books and related material in whole or in part
22 to employees to permit them to attend school, visit other governmental agencies or in any approved

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

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

6 A manager/supervisor, with the approval of the Chief Medical Examiner, may establish a program
7 to reimburse, in whole or in part, expenses incurred by employees in the pursuit of improvement
8 of the knowledge and skills required in the performance of the duties of their positions or to
9 improve their professional, technical or managerial knowledge or skill.

10 **SECTION 22. LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

11 An employee may request a leave of absence, or a manager/supervisor may request a leave of
12 absence for an employee, for any reason under the City's general leave policy, or a
13 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
14 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
15 provisions and regulations as determined by the Chief Medical Examiner.

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

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

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

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

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

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

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

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

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

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

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

8 **SECTION 23. INSURANCE BENEFITS**

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

18 **SECTION 24. DEATH BENEFIT**

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

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

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

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

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

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

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

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

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

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

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

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

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

21 **SECTION 27. DEFERRED COMPENSATION**

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

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

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

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

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

3 **SECTION 28. RETIREMENT**

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

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

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

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

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

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

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

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

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

5 (4) Twelve (12).

6 The years of creditable service of a member shall be the number of years and completed months
7 of service during which he/she receives compensation from the first day of the calendar month
8 following the date of the beginning of each employment with an employer until his/her
9 employment is terminated, subject to the provisions of this section. The years of creditable service
10 of an employee hired after the operative date who had attained the age of sixty (60) years at initial
11 employment shall be the number of years and completed months of service during which he/she
12 receives compensation from October 1, 1988, and hereafter, from the first day on or after October
13 1, 1988, of the beginning of each employment with an employer until his/her employment is
14 terminated. No creditable service shall be granted for any period of employment before October
15 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable
16 service for prior employment shall be granted an employee who becomes a member after April 1,
17 1960, unless he/she was employed by an employer on April 1, 1960.

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

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

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

3 **SECTION 29. SEVERABILITY**

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

11 **SECTION 30. REPEAL OF PREVIOUS ORDINANCES**

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

14 **SECTION 31. EMERGENCY CLAUSE**

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

18 **INDEX TO COMPENSATION ORDINANCE**

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

21		SECTION(S)
22	Alphabetical List of Classes	1

1	Changes to Classification Plan	11
2	Codes for Classes	1
3	Compensatory Time	15, 16
4	For Overtime	15
5	In Lieu of Holiday	16
6	Maximum Balance	15
7	Continuous Service	7, 17
8	For Salary Increase	7
9	For Vacation	17
10	Conversion to New Pay Schedule	9
11	Death Benefit	24
12	Deferred Compensation	27
13	Disability Leave	25
14	Education Assistance	21
15	Holidays	16
16	Hours of Work	14
17	Insurance Benefits	23
18	Jury Leave	26
19	Leaves of Absence	22
20	Emergency	22(d)
21	Excepted Positions, Coverage of22(c)
22	Family/Medical	22

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

ORDINANCE 71746

BOARD BILL NUMBER 109 INTRODUCED BY ALDERWOMAN CARA SPENCER

1 An ordinance to regulate employer and employee working relationships between the City of St.
2 Louis and all employees under the Medical Examiner’s Office, including a compensation plan,
3 terms and conditions of employment, benefits, leaves of absence, and authorization for a
4 Deferred Compensation Plan; repealing **Ordinance Number 71510**; allocating certain other
5 employees to a grade with rate; and including an emergency clause. The provisions of the
6 Sections contained in this ordinance shall be effective with the start of the first pay period
7 following approval by the Mayor.

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

9 **SECTION ONE.** Alphabetical List of Classes.

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

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

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

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

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

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

8 (a) GENERAL AND MANAGEMENT PAY SCHEDULE:

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

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

13	<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
14	8	1246	1446
15	9	1236	1569
16	10	1246	1704
17	11	1240	1854
18	12	1308	2015
19	13	1442	2221
20	14	1653	2546
21	15	1894	2923
22	16	2173	3353

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

8

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

22 When the Chief Medical Examiner determines that the duties and responsibilities of a position

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

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

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

7 **SECTION FIVE. Starting Salary.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9 (c) Reallocation:

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

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

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

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

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

4 **SECTION SEVEN. Salary Adjustment.**

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

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

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

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

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

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

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

16 (1) Exceptional performance of duties:

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

21 (2) Substandard performance of duties:

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

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

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

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

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

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

4 **SECTION EIGHT. Income Sources.**

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

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 rate
14 for the employee's position. The payment of a separate salary for actual hours worked from two
15 (2) or more departments, divisions or other units of the City for duties performed for each of
16 such agencies is permissible if the total salary received from these agencies is not in excess of
17 the maximum rate of pay for the class.

18 **SECTION NINE. Conversion.**

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

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

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

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

10 **SECTION TEN. Payment of Salaries.**

11 All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly.
12 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
13 on the various payrolls. The payment due each employee for service, except as otherwise
14 provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period.
15 In the event that an employee is dismissed or has been employed for occasional or emergency
16 work, the Comptroller may immediately pay the employee upon termination of service without
17 waiting for the regular bi-weekly pay date of the Department, Division, Section, Office, Agency,
18 Board or Commission where the employee worked.

19 **SECTION ELEVEN. Changes to Classification Plan.**

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

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

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

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

14 **SECTION TWELVE. Payroll Form.**

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

1 Medical Examiner with a copy of each payroll audited and found correct within twenty-one (21)
2 days after audit and approval of the payroll by the Comptroller's Office.

3 **SECTION THIRTEEN. Certification of Payroll.**

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

9 **SECTION FOURTEEN. Minimum Work Hours.**

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

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

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

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

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

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

14 **SECTION FIFTEEN. Overtime.**

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

19 **OVERTIME CODE (OVTM):**

20 1 These classes are primarily managerial in nature, but may also include
21 some professional or administrative classes that are ineligible for overtime

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

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

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

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

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

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

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

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

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

20 (c) The Chief Medical Examiner may compensate Overtime Code 1 employees at the
21 straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City
22 of St. Louis declares an emergency due to serious and protracted conditions which threaten

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

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

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

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

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

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

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

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

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

5 **SECTION SIXTEEN. Holidays.**

6 (a) Medical Examiner employees working full-time who are paid a bi-weekly rate shall
7 be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for
8 regularly scheduled work on the following designated holidays:

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

21 In addition to the above enumerated designated holidays, full-time Medical Examiner
22 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as

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

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

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

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

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

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

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

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

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

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

3 PAY ESTABLISHED

4 IN SECTION

5 2(a)

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

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

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

21 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
22 and accrual maximums for vacation are for employees working a scheduled work week of forty

1 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
2 for employees whose average work week is more or less than forty (40) hours. When an eligible
3 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
4 proportionately. All references in this ordinance to cumulative service for vacation shall mean
5 cumulative service without a break in service of more than one year, except as provided
6 otherwise in this ordinance. No employee who works less than fifty percent (50%) time or who
7 is serving in a limited-term position shall be eligible to accrue vacation.

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

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

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

22 (1) of appointment;

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

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

3 Vacation leave shall be granted in whole hour units. On termination of service, any
4 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
5 last day at work or beginning of terminal leave.

6 (g) Managers/supervisors shall be responsible for establishing all vacation leave schedules
7 but may not discipline employees by imposing unusual vacation schedules. Vacation shall be
8 granted to the employee at the discretion of the manager/supervisor as provided by this ordinance
9 in one of the following ways:

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

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

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

13 (4) When an employee whose salary is established in Section Two (a) reaches the
14 established maximum accrual and would cease accruing vacation, the employee may notify the
15 manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at
16 least seven (7) days prior to the first workday the employee intends to take off. If the
17 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and
18 without assuming liability for disciplinary action, take the paid leave, which was proposed in
19 writing.

20 (5) All employees may request payment from the appointing authority for forty (40)
21 hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation
22 allowance for that year is not exceeded. This may be done a maximum of once in each calendar

1 year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. These requests are subject to the prior approval of the Chief Medical Examiner.

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

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

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

(k) Employees who return to work from a "reemployment from layoff" eligible list shall be eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided

1 the employee has completed six (6) months of continuous service prior to the layoff and with
2 approval of the manager/supervisor. An employee who has completed less than six (6) months
3 of continuous service will be required to complete the remaining portion of the six (6) months
4 period before being eligible to use vacation.

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

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

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

16 (n) With the approval of the Chief Medical Examiner, a retiring employee may be paid on
17 the payroll for accrued vacation in the month prior to retirement without inclusion in the
18 employee's final average compensation. The Chief Medical Examiner may pay previously
19 accrued vacation off in a lump sum to an employee whose service with the City Medical
20 Examiner's Office has terminated. Such payment shall be made on the employee's last regular
21 paycheck. The lump sum payment shall include compensation for any holidays occurring during

1 the employee's terminal vacation leave period as if employee's vacation had been run out on
2 payroll.

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

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

17 **SECTION EIGHTEEN. Sick Leave.**

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

21 (b) An active employee who is a member of the Employees Retirement System of the City of
22 St. Louis, and who applies for retirement and immediately retires from active service, shall

1 receive payment for his/her sick leave balance less any sick leave credited or paid to a member
2 or used in the calculation of retirement benefits under this or any other ordinance(s). If the
3 Employees Retirement System provides for sick leave to be credited or paid to a member or used
4 in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty
5 percent (50%) of the value of the employee's sick leave balance. If the Employees Retirement
6 System of the City of St. Louis provides for sick leave to be credited or paid to a member or used
7 in the calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of
8 the employee's sick leave balance at time of retirement.

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

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

16 **SECTION NINETEEN. Medical Leave.**

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

20 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
21 hours of medical leave for each bi-weekly pay period of employment but must complete the
22 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is

1 established for employees working an average work week of forty (40) hours. Medical leave
2 shall be computed on a proportionate basis for employees whose average work week is more or
3 less than forty (40) hours. An eligible employee may be granted paid medical leave by his/her
4 appointing authority after completing twenty-six (26) weeks of continuous service.

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

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

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

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

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

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

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

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

12 **SECTION TWENTY. Military Leave.**

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

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

19 Upon the expiration of military leave of absence, the employee shall be reinstated to the
20 class of position he/she occupied at the time the leave was granted without breaking continuity of
21 service. Failure of an employee to report for duty within the time pursuant to state or federal law

1 shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored
2 to the employee upon his/her return.

3 **SECTION TWENTY-ONE. Education Reimbursement.**

4 A manager/supervisor may, with the prior approval of the Chief Medical Examiner,
5 authorize salary payments, payments of tuition expenses, fees, books and related material in
6 whole or in part to employees to permit them to attend school, visit other governmental agencies
7 or in any approved manner to devote themselves to improvement of knowledge or skills required
8 in the performance of the duties of their position.

9 The Department of Personnel may reimburse, in whole or in part, expenses incurred by
10 employees in the pursuit of improvement of the knowledge and skills required in the
11 performance of their positions or in higher positions, when funds have been budgeted therefore.

12 A manager/supervisor, with the approval of the Chief Medical Examiner, may establish a
13 program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of
14 improvement of the knowledge and skills required in the performance of the duties of their
15 positions or to improve their professional, technical or managerial knowledge or skill.

16 **SECTION TWENTY-TWO. Leaves of Absence and Family and Medical Leave.**

17 An employee may request a leave of absence, or a manager/supervisor may request a
18 leave of absence for an employee, for any reason under the City's general leave policy, or a
19 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
20 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
21 provisions and regulations as determined by the Chief Medical Examiner.

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

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

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

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

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

17 (d) In the event that emergency conditions occur which require the closing of City-operated
18 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
19 of the City of St. Louis may declare an emergency and require an employee or group of
20 employees to take leaves of absence with or without pay while such emergency conditions exist.
21 In the event that the Mayor requires that the leave of absence be without pay, an employee with
22 vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of

1 all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not
2 interrupt continuity of service for vacation accrual. An emergency leave of absence declared by
3 the Mayor shall not exceed ninety (90) days.

4 (e) Employees who are granted general leaves of absence and other non-paid leaves of
5 absence, except military leave, must take all accrued vacation at the start of the leave of absence.

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

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

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

18 **SECTION TWENTY-THREE. Insurance Benefits.**

19 The City of St. Louis is hereby authorized to devise and establish by contract or
20 otherwise plans for life, health, medical, disability, and other insurance coverage deemed
21 necessary for employees in the Medical Examiner’s Office and other employees for the City and
22 their dependents. The Department of Personnel shall develop and administer programs to

1 provide for such coverage. The Director of Personnel shall confer with the Board of Estimate
2 and Apportionment by February 1st of each year regarding coverage plans and the appropriate
3 funding level. The Director shall then be charged with the responsibility of establishing the
4 applicable funding level and remittance rates for the aforementioned plans and certify same to
5 the Comptroller and Budget Director by March 1st of each year. The Director of Personnel may
6 amend said rates as needed.

7 **SECTION TWENTY-FOUR. Death Benefit.**

8 In the event any employee of the City whose pay is established by this ordinance dies as a
9 result of injuries arising out of and in the course of his/her employment by the City, the City
10 shall pay compensation in accordance with the Missouri Workers' Compensation Law. The
11 Chief Medical Examiner and the City Counselor shall establish procedures for making the
12 payments required by the Missouri Workers' Compensation Law. The Comptroller shall
13 designate the fund or appropriation out of which such payment shall be made. Such
14 compensation shall be in addition to any life insurance benefits paid for by the City or by the
15 employee which is available to the employee's beneficiaries and also in addition to any benefit
16 provided by the Employees Retirement System of the City of St. Louis.

17 **SECTION TWENTY-FIVE. Workers Compensation and Disability Leave.**

18 (a) Any employee in the Medical Examiner's Office whose class title and grade are
19 established in Section One (a) and denoted by the suffix "G," or "M" of this ordinance, including
20 employees who are compensated on a per performance or unit of work basis, who shall suffer
21 personal injury by accident or occupational disease arising out of and in the regular course of
22 employment while engaged in or about the premises where an employee's duties are being

1 performed or where an employee's presence is required as part of his/her employment, shall
2 promptly report such injury by accident or occupational disease to his/her immediate supervisor.
3 The supervisor shall in turn report, through the manager/supervisor, all facts concerning the
4 incident to the City Counselor and the Chief Medical Examiner. The manager/supervisor shall
5 promptly provide such written information and recommendations as may be requested by the
6 City Counselor to aid in making the determination of the period of disability.

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

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

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

1 (d) The City Counselor and the Chief Medical Examiner shall be responsible for the
2 administration of the provisions of this Section and shall establish and publish procedural
3 regulations for the administration of the program. Each manager/supervisor shall establish
4 procedures to comply with the provisions of this Section and established regulations.

5 **SECTION TWENTY-SIX. Jury and Witness Leave.**

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

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

13 **SECTION TWENTY-SEVEN. Deferred Compensation.**

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

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 the
20 purpose of providing tax deferred benefits to the participants upon retirement.

21 (c) The Board of Estimate and Apportionment is hereby authorized to establish or select a
22 specific plan or plans in accordance with the requirements set out in this ordinance. In

1 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside
2 parties to provide administrative and/or investment services after following competitive bidding
3 procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various
4 competitive bids submitted in accordance with the requirements of this ordinance, to select the
5 plan or plans it determines to meet the requirements established as a part of the competitive
6 bidding procedures and to be in the best interest of the participants. No investment plan shall be
7 considered unless offered by a duly licensed resident agent representing a company duly licensed
8 and authorized by the State of Missouri and other applicable federal regulatory agencies to offer
9 such insurance or investment programs.

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

15 **SECTION TWENTY-EIGHT. Retirement.**

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

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

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

21 (2) The balance of a member's sick leave pay on the date of retirement less sick leave
22 hours paid to the member upon termination of his/her employment and less sick leave hours

1 considered as creditable service for the purpose of determining eligibility for retirement benefits,
2 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
3 on the date of retirement.

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

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

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

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

16 (4) Twelve (12).

17 The years of creditable service of a member shall be the number of years and completed
18 months of service during which he/she receives compensation from the first day of the calendar
19 month following the date of the beginning of each employment with an employer until his/her
20 employment is terminated, subject to the provisions of this section. The years of creditable
21 service of an employee hired after the operative date who had attained the age of sixty (60) years
22 at initial employment shall be the number of years and completed months of service during

1 which he/she receives compensation from October 1, 1988, and hereafter, from the first day on
2 or after October 1, 1988, of the beginning of each employment with an employer until his/her
3 employment is terminated. No creditable service shall be granted for any period of employment
4 before October 1, 1988, after the calendar month in which the member attains age seventy (70).
5 No creditable service for prior employment shall be granted an employee who becomes a
6 member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

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

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

14 **SECTION TWENTY-NINE. Severability.**

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

22 **SECTION THIRTY. Repeal of Previous Ordinance.**

1 **Ordinance Number 71510** and all other ordinances or amendments, or parts thereof
2 conflicting with the provisions of this ordinance are hereby repealed.

3 **SECTION THIRTY-ONE. Emergency Clause.**

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

INDEX TO COMPENSATION ORDINANCE

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

SECTION(S)

Alphabetical List of Classes	1
Changes to Classification Plan.....	11
Codes for Classes	1
Compensatory Time	15, 16
For Overtime	15
In Lieu of Holiday.....	16
Maximum Balance	15
Continuous Service	7, 17
For Salary Increase	7
For Vacation.....	17
Conversion to New Pay Schedule.....	9
Death Benefit	24
Deferred Compensation	27
Disability Leave	25
Education Assistance	21
Holidays	16
Hours of Work	14
Insurance Benefits.....	23

Jury Leave	26
Leaves of Absence	22
Emergency	22(d)
Excepted Positions, Coverage of	22(c)
Family/Medical	22
Forced	22(f)
Medical Leave.....	19
Military Leave.....	20
Minimum Hours of Work	14
Overtime (OVTM)	1, 15
Payroll	12, 13
Retirement.....	28
Severability	29
Sick Leave.....	18
Vacation	17
Workers' Compensation	25

Approved:

ORDINANCE 71510

BOARD BILL NUMBER 41 AS AMENDED INTRODUCED BY ALDERWOMAN CAROL HOWARD

1 An ordinance to regulate employer and employee working relationships between the City
2 of St. Louis and all employees under the Medical Examiner’s Office, including a compensation
3 plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a
4 Deferred Compensation Plan; repealing **Ordinance Number 71113**; allocating certain other
5 employees to a grade with rate; and including an emergency clause. The provisions of the sections
6 contained in this ordinance shall be effective June 19, 2022.

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

8 **SECTION 1. ALPHABETICAL LIST OF CLASSES**

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

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

1	Autopsy Technician Supervisor	5414	13	G	3
2	Custodian/Courier	3711	8	G	3
3	Executive Director for Operations	1736	23	M	1
4	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
5	Forensic Office Administrator I	1621	19	M	3
6	Forensic Office Administrator II	1622	20	M	1
7	Forensic Office Administrator III	1623	22	M	1
8	Medical Transcriptionist	1122	12	G	3
9	Medicolegal Investigation Supervisor	2355	17	M	2
10	Medicolegal Investigator I	2351	13	G	3
11	Medicolegal Investigator II	2352	14	G	3
12	Medicolegal Investigator III	2353	16	G	3
13	Medicolegal Investigator IV	2354	17	G	3
14	Morgue Attendant	5410	8	G	33
15	Secretary	1132	10	G	3
16	X-ray Technician	5441	11	G	3
17	Intern – Level 1	9991	00	I	3
18	Intern – Level 3	9992	00	I	3
19	Intern – Level 3	9993	00	I	3
20	Intern – Level 4	9994	00	I	3
21	Intern – Level 5	9995	00	I	3
22	Intern – Level 6	9996	00	I	3

1 **SECTION 2. OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES**

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

5 (a) – General and Management Schedule.

6 **(a) GENERAL AND MANAGEMENT PAY SCHEDULE:**

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

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>		
<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
7	840	1294
8	912	1404
9	989	1523
10	1074	1654
11	1169	1800
12	1270	1956
13	1400	2156
14	1605	2472
15	1839	2838

1	16	2110	3255
2	17	2421	3739
3	18	2777	4293
4	19	3189	4931
5	20	3662	5664
6	21	3951	6114
7	22	4263	6600
8	23	4601	7126

9 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix
10 "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 21, 2020.

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

Grade	5	6	7	8	9	10	11	12	13
Step									
1								1270	1400
2								1289	1421
3							1204	1308	1442
4							1222	1328	1464
5							1241	1348	1486
6							1259	1368	1508
7							1278	1389	1531
8							1297	1410	1554
9						1210	1317	1431	1577
10						1228	1337	1452	1601

11						1246	1357	1474	1625
12						1265	1377	1496	1649
13						1284	1398	1518	1674
14					1200	1303	1419	1541	1699
15					1218	1323	1440	1564	1724
16					1236	1343	1462	1588	1750
17					1255	1363	1483	1612	1777
18					1274	1383	1506	1636	1803
19					1293	1404	1528	1660	1830
20				1210	1312	1425	1551	1685	1858
21				1228	1332	1447	1574	1711	1886
22				1247	1352	1468	1598	1736	1914
23				1265	1372	1490	1622	1762	1943
24				1284	1393	1513	1646	1789	1972
25		1201	1304	1414	1535	1671	1815	2001	
26		1219	1323	1435	1558	1696	1843	2031	
27		1237	1343	1457	1582	1722	1870	2062	
28		1256	1363	1478	1605	1747	1898	2093	
29		1274	1384	1501	1629	1774	1927	2124	
30		1294	1404	1523	1654	1800	1956	2156	

1

Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740

4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981

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

7 (1) In order for an employee in Section 2(a) to be eligible for shift differential
8 compensation, the employee must work a shift that requires the completion of four (4) hours of
9 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are
10 assigned to work schedules that require them to rotate among three shifts (day, evening, night) on
11 a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all
12 three shifts worked.

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

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

20 (2) Except as otherwise provided in this ordinance, shift differential shall not be paid
21 to employees compensated on an hourly or per performance basis, or bi-weekly paid employees

1 who work part-time. Neither shall shift differential be paid to full-time regular employees docked
2 for any portion of an eligible shift.

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

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

1 when the provision of such benefit is needed in order to attract and retain sufficiently qualified
2 employees to work in specific per performance, hourly, or unit-of-work assignments.

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

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

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

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

21 (h) The Chief Medical Examiner may approve the payment of hiring incentives to current
22 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives

1 shall be in any amount up to twenty-five percent (25 percent) of the annual salary of the position
2 for which the recruitment is made.

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

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

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

20 (4) The Chief Medical Examiner may provide an Employee Suggestion Program,
21 which grants cash and other awards to recognize employee suggestions, which improve City
22 services, operations or facilities. Cash awards to employees for suggestions resulting in tangible

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

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

17 The Chief Medical Examiner may also establish other bonus, incentive, or reimbursement
18 programs to encourage current employees to attain registration, licensure, certification, or proof of
19 professional mastery when it is deemed to be in the best interest of the Medical Examiner's Office,
20 or when such credentials are clearly recognized as adding to the capability of individuals in that
21 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an

1 employee being ruled ineligible for bonuses or salary increases permitted under other sections of
2 this pay ordinance.

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

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

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

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

14 (l) (1) Contingency assignment differential will be paid for certain assignments when
15 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
16 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment,
17 not to extend more than one pay period. The Chief Medical Examiner will determine the
18 assignments for which Contingency Assignment Differential will be paid. The assignment of an
19 employee to said assignment having a contingency assignment differential will be determined by
20 the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In
21 addition, the removal of an employee from said assignment shall not constitute a demotion or
22 reduction in pay. The Chief Medical Examiner will review the qualifications of the employee

1 being considered for the assignment to determine if they meet the necessary minimum
2 qualifications for the position being considered.

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

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

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

1 the establishment of a department policy on temporary assignment differential pay and must sign
2 off on the policy prior to authorizing temporary assignment differential.

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

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

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

15 **SECTION 4. SALARY RANGE LIMITATIONS**

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

19 **SECTION 5. STARTING SALARY**

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

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

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

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

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

18 **SECTION 6. PROMOTION, DEMOTION, REALLOCATION, TRANSFER AND**
19 **TEMPORARY PROMOTION**

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

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

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

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

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

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

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

19 (3) When an employee is demoted for reasons in the best interest of the Medical
20 Examiner Office as determined by the Chief Medical Examiner, his/her salary may be reduced by
21 reason of the new salary range and grade with the prior approval of the Chief Medical Examiner.
22 If the salary of such employee is above the maximum for the new position the employee's salary

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

3 (c) Reallocation:

4 (1) If the employee's position is reallocated to a class in a lower pay grade and the
5 employee's rate of pay for the previous position is within the salary range of the new position,
6 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's rate
7 of pay shall not be reduced.

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

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

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

21 **SECTION 7. SALARY ADJUSTMENT**

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

4 (a) Competitive positions for which salary is established in Section 2(a) - General and
5 Management Schedule;

6 (1) Any employee whose salary is established in Section 2(a) – General and
7 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
8 Rating Manual. The rating together with the standards of performance established in the rating
9 manual shall determine eligibility for a two percent (2 percent) or in the second year, a one step
10 within-range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other
11 pay regulation(s) or ratings as determined by the Chief Medical Examiner.

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

17 (3) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
18 Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the
19 City’s Service Rating Manual, shall have his/her salary reduced as determined by the standards
20 established in the City’s Service Rating Manual, but not less than the minimum of the pay grade
21 range.

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

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

14 (1) Exceptional performance of duties:

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

20 (2) Substandard performance of duties:

21 The Chief Medical Examiner may reduce the salary of an employee whose level of
22 performance is significantly diminished and no longer warrants payment at the current rate within

1 the range as provided in the City’s Service Rating Manual; providing the employee’s salary is
2 above the minimum of the range, established in Section 2(a) and allocated to Overtime Code 3 or
3 Overtime Code 4.

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

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

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

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

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

22 **SECTION 8. INCOME SOURCES**

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

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

14 **SECTION 9. CONVERSION**

15 (a) Pay schedules in Sections 2(a) and 2(b) in Ordinance 69193 shall continue in effect until
16 the beginning of the first bi-weekly pay period starting after the effective date of this ordinance,
17 and the rates to be paid to employees in positions of any classes for which a rate is established or
18 changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted (if
19 necessary) as follows:

20 (1) The salary of each employee whose pay range is established in Section 2(a) or 2(b)
21 of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay
22 schedule as determined by the Chief Medical Examiner shall have their current salary increased to

1 a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate which is
2 five percent (5 percent) higher than the rate received immediately prior to promotion, but not less
3 than the minimum of the pay range, whichever is the greater.

4 (2) The salary of each employee whose pay range is established in Section 2(a)(2) and
5 2(b)(2) of this ordinance shall upon June 14, 2015 be placed in the matrix according to the
6 respective pay grades at the step that is closest to their current salary. If an employee's salary is
7 between steps, the employee's salary shall be placed at the higher step.

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

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

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

15 (e) The Chief Medical Examiner shall establish such procedures as needed to place this
16 ordinance into effect and interpret its provisions.

17 **SECTION 10. PAYMENT OF SALARIES**

18 All compensation for positions in the Medical Examiner's Office shall be paid bi-weekly.
19 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
20 on the various payrolls. The payment due each employee for service, except as otherwise provided,
21 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
22 event that an employee is dismissed or has been employed for occasional or emergency work, the

1 Comptroller may immediately pay the employee upon termination of service without waiting for
2 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
3 Commission where the employee worked.

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

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

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

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

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

20 **SECTION 12. PAYROLL FORM**

21 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
22 certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment

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

9 **SECTION 13. CERTIFICATION OF PAYROLL**

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

15 **SECTION 14. MINIMUM WORK HOURS**

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

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

1 manager/supervisor shall constitute the normal work schedule for the position when approved by
2 the Chief Medical Examiner.

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

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

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

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

20 **SECTION 15. OVERTIME**

21 (a) The Chief Medical Examiner shall determine those positions in the Medical Examiner’s
22 Office of the City of St. Louis which are exempt from overtime compensation and those positions

1 which are not exempt from overtime compensation. The overtime codes established for each class
2 in Section 1(a) of this ordinance shall be interpreted as follows:

3 OVERTIME CODE (OVTM):

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

8 2 These are supervisory, professional, and administrative classes that are
9 exempt from overtime compensation, but which the City compensates for
10 overtime at the straight (1.0x) time rate.

11 3 These are non-exempt classes that receive overtime compensation at the one
12 and one-half (1.5x) time rate.

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

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

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

1 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works hours
2 in excess of the maximum established for an official work week or work cycle, usually forty (40)
3 hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition
4 to the actual hours worked, vacation, and compensatory time only shall count as hours worked for
5 the purpose of determining eligibility for overtime compensation.

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

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

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

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

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

19 Employees engaged in public safety, emergency response or seasonal activity as defined
20 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
21 of compensatory time; except that Management Personnel shall only be allowed to accumulate up
22 to forty (40) hours of compensatory time. All other employees are allowed a maximum balance

1 of one hundred twenty (120) hours of compensatory time. These maximum balances of
2 compensatory time shall apply to employees working an average work week of forty (40) hours;
3 the maximum balance of compensatory time for employees whose average work week is more or
4 less than forty (40) hours shall be proportionate. No provision of this section establishing a
5 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
6 employee or to deny an employee payment for recorded compensatory time earned in accordance
7 with the provisions of the compensation ordinance in effect at the time the compensatory time was
8 earned.

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

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

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

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

10 **SECTION 16. HOLIDAYS**

11 (a) Medical Examiner employees working full-time who are paid a bi-weekly rate shall be
12 entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly
13 scheduled work on the following designated holidays:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day

1	Fourth Thursday in November	Thanksgiving Day
2	Day after Thanksgiving	Day after Thanksgiving
3	December 25	Christmas Day

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

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

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

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

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

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

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

19 In the event that the holiday schedule established in this Section 16 is revised, employees
20 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
21 accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave
22 policies for employees occupying public safety positions which qualify for the special overtime

1 pay provisions under Federal law or for employees with official work schedules authorized by the
2 Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule.
3 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
4 the same manner who work substantially equivalent work schedules.

5 **SECTION 17. VACATION**

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

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

12 PAY ESTABLISHED

13 IN SECTION

14 2(a)

15 Length of	Bi-Weekly	Annual
16 <u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
17 1 but less than 5 years	5	130
18 5 but less than 10 years	6	156
19 10 but less than 15 years	7	182
20 15 but less than 20 years	8	208
21 20 or more years	9	234

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

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

7 PAY ESTABLISHED

8 IN SECTION

9 2(a) or 2(b) or 2(c)

10 Length of	Bi-Weekly	Annual
11 <u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
12 1 but less than 5 years	3	78
13 5 but less than 10 years	5	130
14 10 but less than 15 years	6	156
15 15 but less than 20 years	7	182
16 20 or more years	8	208

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

21 (c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their
 22 vacation balance upon completion of five (5) years of cumulative service, ten (10) years of

1 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
2 service.

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

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

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

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

- 4 (1) of appointment;
- 5 (2) of return to duty from leave of absence;
- 6 (3) of restoration to employment of one-half (50 percent) time or more.

7 Vacation leave shall be granted in whole hour units. On termination of service, any
8 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
9 last day at work or beginning of terminal leave.

10 (g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but
11 may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted
12 to the employee at the discretion of the manager/supervisor as provided by this ordinance in one
13 of the following ways:

- 14 (1) When the employee requests vacation leave in accordance with departmental policies.
- 15 (2) When directed to take paid time off by the manager/supervisor.
- 16 (3) When an employee is terminated or resigns from the Medical Examiner's Office.
- 17 (4) When an employee whose salary is established in Sections 2(a) reaches the established
18 maximum accrual and would cease accruing vacation, the employee may notify the
19 manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at
20 least seven (7) days prior to the first work day the employee intends to take off. If the
21 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and

1 without assuming liability for disciplinary action, take the paid leave, which was proposed in
2 writing.

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

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

17 (i) Employees who separate from the Medical Examiner's Office and who return to the
18 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
19 for prior continuous service in determining the vacation accrual rate in accordance with *Section*
20 *17(a), 17(b), 17(d), 17(e), or 17(f)* of this ordinance and based on the date of the employee's
21 original appointment.

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

5 (k) Employees who return to work from a "reemployment from layoff" eligible list shall be
6 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
7 the employee has completed six (6) months of continuous service prior to the layoff and with
8 approval of the manager/supervisor. An employee who has completed less than six (6) months of
9 continuous service will be required to complete the remaining portion of the six (6) months period
10 before being eligible to use vacation.

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

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

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

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

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

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

22 **SECTION 18. SICK LEAVE**

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

4 (b) An active employee who is a member of the Employees Retirement System of the City of
5 St. Louis, and who applies for retirement and immediately retires from active service, shall receive
6 payment for his/her sick leave balance less any sick leave credited or paid to a member or used in
7 the calculation of retirement benefits under this or any other ordinance(s). If the Employees
8 Retirement System provides for sick leave to be credited or paid to a member or used in the
9 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent (50
10 percent) of the value of the employee's sick leave balance. If the Employees Retirement System
11 of the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
12 calculation of retirement benefits, this payment shall be fifty percent (50 percent) of the value of
13 the employee's sick leave balance at time of retirement.

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

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

21 **SECTION 19. MEDICAL LEAVE**

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

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

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

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

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

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

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

12 (g) Each manager/supervisor shall institute procedures, in accordance with regulations
13 established by the Chief Medical Examiner that will discourage the improper use of medical leave
14 with pay. When an employee is removed from the payroll for absence not approved by the
15 appointing authority, the employee shall be notified promptly in writing.

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

18 **SECTION 20. MILITARY LEAVE**

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

21 Each employee is required to give advance notice (at least 30 days prior to departure when
22 feasible), preferably in writing, of service obligation or intention to perform services in the

1 uniformed services, unless such notice is prevented by military necessity, as determined by a
2 designated authority, or impossible or unreasonable under all of the circumstances.

3 Upon the expiration of military leave of absence, the employee shall be reinstated to the
4 class of position he/she occupied at the time the leave was granted without breaking continuity of
5 service. Failure of an employee to report for duty within the time pursuant to state or federal law
6 shall be just cause for dismissal. The employee's accumulated leave balance(s) shall be restored
7 to the employee upon his/her return.

8 **SECTION 21. EDUCATION REIMBURSEMENT**

9 A manager/supervisor may, with the prior approval of the Chief Medical Examiner,
10 authorize salary payments, payments of tuition expenses, fees, books and related material in whole
11 or in part to employees to permit them to attend school, visit other governmental agencies or in
12 any approved manner to devote themselves to improvement of knowledge or skills required in the
13 performance of the duties of their position.

14 The Department of Personnel may reimburse, in whole or in part, expenses incurred by
15 employees in the pursuit of improvement of the knowledge and skills required in the performance
16 of their positions or in higher positions, when funds have been budgeted therefore.

17 A manager/supervisor, with the approval of the Chief Medical Examiner, may establish a
18 program to reimburse, in whole or in part, expenses incurred by employees in the pursuit of
19 improvement of the knowledge and skills required in the performance of the duties of their
20 positions or to improve their professional, technical or managerial knowledge or skill.

21 **SECTION 22. LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE**

1 An employee may request a leave of absence, or a manager/supervisor may request a leave
2 of absence for an employee, for any reason under the City's general leave policy, or a
3 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
4 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
5 provisions and regulations as determined by the Chief Medical Examiner.

6 (a) A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an
7 employee in the Medical Examiner's Office a general leave of absence without pay for a period of
8 one year, which may be extended, with the prior approval of the Chief Medical Examiner.

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

20 (b) The City of St. Louis will follow all applicable state and federal laws on the granting of
21 family/medical leave.

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

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

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

20 (d) In the event that emergency conditions occur which require the closing of City-operated
21 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
22 of the City of St. Louis may declare an emergency and require an employee or group of employees

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

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

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

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

20 **SECTION 23. INSURANCE BENEFITS**

21 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
22 plans for life, health, medical, disability, and other insurance coverage deemed necessary for

1 employees in the Medical Examiner's Office and other employees for the City and their
2 dependents. The Department of Personnel shall develop and administer programs to provide for
3 such coverage. The Director of Personnel shall confer with the Board of Estimate and
4 Apportionment by February 1st of each year regarding coverage plans and the appropriate funding
5 level. The Director shall then be charged with the responsibility of establishing the applicable
6 funding level and remittance rates for the aforementioned plans and certify same to the Comptroller
7 and Budget Director by March 1st of each year. The Director of Personnel may amend said rates
8 as needed.

9 **SECTION 24. DEATH BENEFIT**

10 In the event any employee of the City whose pay is established by this ordinance dies as a
11 result of injuries arising out of and in the course of his/her employment by the City, the City shall
12 pay compensation in accordance with the Missouri Workers' Compensation Law. The Chief
13 Medical Examiner and the City Counselor shall establish procedures for making the payments
14 required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund
15 or appropriation out of which such payment shall be made. Such compensation shall be in addition
16 to any life insurance benefits paid for by the City or by the employee which is available to the
17 employee's beneficiaries and also in addition to any benefit provided by the Employees Retirement
18 System of the City of St. Louis.

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

20 (a) Any employee in the Medical Examiner's Office whose class title and grade are established
21 in Section 1(a) and denoted by the suffix "G," or "M" of this ordinance, including employees who
22 are compensated on a per performance or unit of work basis, who shall suffer personal injury by

1 accident or occupational disease arising out of and in the regular course of employment while
2 engaged in or about the premises where an employee's duties are being performed or where an
3 employee's presence is required as part of his/her employment, shall promptly report such injury
4 by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn
5 report, through the manager/supervisor, all facts concerning the incident to the City Counselor and
6 the Chief Medical Examiner. The manager/supervisor shall promptly provide such written
7 information and recommendations as may be requested by the City Counselor to aid in making the
8 determination of the period of disability.

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

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

21 (c) The City Counselor and the Comptroller shall establish procedures for paying
22 compensation to employees or former employees who are permanently disabled and due

1 compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate
2 the fund or appropriation out of which such payment shall be made.

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

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

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

1 The manager/supervisor shall, upon receipt of the statement of jury service, credit the employee
2 with paid jury leave for such service.

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

14 **SECTION 27. DEFERRED COMPENSATION**

15 (a) Authority is hereby granted for the establishment of a deferred compensation plan for the
16 City of St. Louis.

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

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

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

17 **SECTION 28. RETIREMENT**

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

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

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

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

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

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

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

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

18 (4) Twelve (12).

19 The years of creditable service of a member shall be the number of years and completed
20 months of service during which he/she receives compensation from the first day of the calendar
21 month following the date of the beginning of each employment with an employer until his/her
22 employment is terminated, subject to the provisions of this section. The years of creditable service

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

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

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

16 **SECTION 29. SEVERABILITY**

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

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

3 **SECTION 30. REPEAL OF PREVIOUS ORDINANCES**

4 **Ordinance Number 71113** and all other ordinances or amendments, or parts thereof
5 conflicting with the provisions of this ordinance are hereby repealed.

6 **SECTION 31. EMERGENCY CLAUSE**

7 This ordinance being deemed necessary for the immediate preservation of the public peace,
8 health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and
9 20 of the City Charter.

10 **INDEX TO COMPENSATION ORDINANCE**

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

	SECTION(S)
13	
14	Alphabetical List of Classes1
15	Changes to Classification Plan.....11
16	Codes for Classes1
17	Compensatory Time15, 16
18	For Overtime.....15
19	In Lieu of Holiday.....16
20	Maximum Balance15
21	Continuous Service7, 17
22	For Salary Increase7

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

1	Sick Leave.....	18
2	Vacation	17
3	Workers' Compensation.....	25
4	Approved:	

ORDINANCE 71113

**BOARD BILL NUMBER 240 INTRODUCED BY ALDERWOMAN CAROL HOWARD/
ALDERWOMAN BETH MURPHY**

1 An ordinance to regulate employer and employee working relationships between the City
2 of St. Louis and all employees under the Medical Examiner’s Office, including a compensation
3 plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a
4 Deferred Compensation Plan; repealing Ordinance 70019; allocating certain other employees to a
5 grade with rate; and including an emergency clause. The provisions of the sections contained in
6 this ordinance shall be effective with the start of the first pay period following approval by the
7 Mayor.

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

9 **SECTION 1**

10 **ALPHABETICAL LIST OF CLASSES**

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

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

1	Autopsy Technician III	5413	12	G	3
2	Autopsy Technician Supervisor	5414	13	G	3
3	Custodian/Courier	3711	8	G	3
4	Executive Director for Operations	1736	23	M	1
5	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
6	Forensic Office Administrator I	1621	19	M	3
7	Forensic Office Administrator II	1622	20	M	1
8	Forensic Office Administrator III	1623	22	M	1
9	Medical Transcriptionist	1122	12	G	3
10	Medicolegal Investigation Supervisor	2355	17	M	2
11	Medicolegal Investigator I	2351	13	G	3
12	Medicolegal Investigator II	2352	14	G	3
13	Medicolegal Investigator III	2353	16	G	3
14	Medicolegal Investigator IV	2354	17	G	3
15	Morgue Attendant	5410	8	G	33
16	Secretary	1132	10	G	3
17	X-ray Technician	5441	11	G	3
18	Intern – Level 1	9991	00	I	3
19	Intern – Level 3	9992	00	I	3
20	Intern – Level 3	9993	00	I	3
21	Intern – Level 4	9994	00	I	3
22	Intern – Level 5	9995	00	I	3

2
3 **SECTION 2**

4 **OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES**

5
6 The Chief Medical Examiner recommends pay schedules for all pay grades denoted in
7 Section 1(a) of the classification plan prepared and adopted by management. The official pay
8 schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as follows:

9 (a) – General and Management Schedule.

10 **(a) GENERAL AND MANAGEMENT PAY SCHEDULE:**

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

14
15 **BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
19 7	840	1294
20 8	912	1404
21 9	989	1523
22 10	1074	1654

1	11	1169	1800
2	12	1270	1956
3	13	1400	2156
4	14	1605	2472
5	15	1839	2838
6	16	2110	3255
7	17	2421	3739
8	18	2777	4293
9	19	3189	4931
10	20	3662	5664
11	21	3951	6114
12	22	4263	6600
13	23	4601	7126

14

15 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix
 16 "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 21, 2020.

17

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1								1270	1400
2								1289	1421
3							1204	1308	1442

4					1222	1328	1464
5					1241	1348	1486
6					1259	1368	1508
7					1278	1389	1531
8					1297	1410	1554
9				1210	1317	1431	1577
10				1228	1337	1452	1601
11				1246	1357	1474	1625
12				1265	1377	1496	1649
13				1284	1398	1518	1674
14			1200	1303	1419	1541	1699
15			1218	1323	1440	1564	1724
16			1236	1343	1462	1588	1750
17			1255	1363	1483	1612	1777
18			1274	1383	1506	1636	1803
19			1293	1404	1528	1660	1830
20		1210	1312	1425	1551	1685	1858
21		1228	1332	1447	1574	1711	1886
22		1247	1352	1468	1598	1736	1914
23		1265	1372	1490	1622	1762	1943
24		1284	1393	1513	1646	1789	1972
25	1201	1304	1414	1535	1671	1815	2001
26	1219	1323	1435	1558	1696	1843	2031
27	1237	1343	1457	1582	1722	1870	2062
28	1256	1363	1478	1605	1747	1898	2093
29	1274	1384	1501	1629	1774	1927	2124

30 1294 1404 1523 1654 1800 1956 2156

1

Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501
14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290

23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2472	2838	3255	3739	4293	4931	5664	6114	6600	7126

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

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

7 (1) In order for an employee in Section 2(a) to be eligible for shift differential
8 compensation, the employee must work a shift that requires the completion of four (4) hours of
9 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are
10 assigned to work schedules that require them to rotate among three shifts (day, evening, night) on
11 a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all
12 three shifts worked.

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

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

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

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

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

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

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

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

15 (f) The Chief Medical Examiner, may establish rates and conditions under which
16 compensation may be granted for periods of time during which an employee is away from the job
17 site but restricted in his/her activities because of an assignment by the Chief Medical Examiner to
18 be available for a call to return to the work site to perform emergency duties. Pay rates and
19 conditions established under the provisions of this Section 2(l) may include reasonable minimum
20 pay guarantees for employees required to return to the work site to perform emergency duties. The
21 provisions of this *Section 2(l)* shall not be construed to restrict the right of the Medical Examiner
22 to establish call back procedures for employees as an established condition of employment.

1 (g) The Chief Medical Examiner may authorize payment of special recruitment bonuses,
2 travel, moving and related expenses to recruit employees for positions when funds for this purpose
3 are appropriated to the Office of the Medical Examiner.

4 (h) The Chief Medical Examiner may approve the payment of hiring incentives to current
5 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
6 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
7 which the recruitment is made.

8 (i) (1) The Chief Medical Examiner may establish cash awards or other incentives for an
9 employee or group of employees to recognize and reward increased productivity or effectiveness.
10 The incentives offered may include cash, paid time off, and such other reasonable incentives as
11 the Chief Medical Examiner may determine. Cash awards shall be made from the personal services
12 appropriation of the unit, the account from which the employee's salary is paid or from a general
13 appropriation for this purpose.

14 (2) The Chief Medical Examiner may establish a program of cash awards or other
15 incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the
16 purpose of providing additional compensation for employees who are fluent in a foreign language
17 and who use this skill in the necessary and regular recurring performance of the duties of their
18 position. Cash awards shall be made from the personal services appropriation of the unit, the
19 account from which the employee's salary is paid or from a general appropriation for this purpose.
20 Cash awards and incentives under this program shall be made in accordance with guidelines
21 established by the Chief Medical Examiner.

1 (3) Notwithstanding any other provision in this ordinance, the Chief Medical Examiner
2 is authorized to extend the maximum of the pay ranges by up to twenty-five percent (25%) for the
3 purpose of compensating positions which are extremely hard to fill.

4 (4) The Chief Medical Examiner may provide an Employee Suggestion Program,
5 which grants cash and other awards to recognize employee suggestions, which improve City
6 services, operations or facilities. Cash awards to employees for suggestions resulting in tangible
7 savings to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash
8 awards and payments for other awards shall be made from an appropriation for a suggestion
9 program or other appropriate account. Additionally, cash awards for suggestions shall be granted
10 as an addition to pay, which does not change an employee's bi-weekly rate. The Employee
11 Suggestion Program shall be administered in accordance with regulations established by the Chief
12 Medical Examiner. The Chief Medical Examiner may establish an authority to evaluate
13 suggestions and determine awards; the decisions of this authority shall be final.

14 (j) An employee who is appointed to a position requiring advanced technical skills or
15 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
16 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
17 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
18 possesses exceptional academic qualifications related to the duties of the position or that the
19 employee is registered or certified by an organization or board recognized by the Chief Medical
20 Examiner to be especially suited, considering the duties of the position, and when such academic
21 qualification, registration, or certification is not deemed a necessary qualification for the class of
22 position.

1 The Chief Medical Examiner may also establish other bonus, incentive, or reimbursement
2 programs to encourage current employees to attain registration, licensure, certification, or proof of
3 professional mastery when it is deemed to be in the best interest of the Medical Examiner’s Office,
4 or when such credentials are clearly recognized as adding to the capability of individuals in that
5 area. Incentives, bonuses, or reimbursements awarded under such programs do not result in an
6 employee being ruled ineligible for bonuses or salary increases permitted under other sections of
7 this pay ordinance.

8 **(k)** The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
9 expenses incurred by employees for the purchase of uniform apparel required in the performance
10 of the duties of their positions, when funds have been budgeted therefore.

11 The Chief Medical Examiner may exercise the option to furnish such uniform as may be
12 required in the employee's performance of his/her duties.

13 The Chief Medical Examiner may establish regulations relating to employees' eligibility
14 for reimbursement for uniforms.

15 Further, when funds have been budgeted therefore, the Chief Medical Examiner may
16 authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty
17 dollars (\$50) per incident for damage to personal property sustained while the employee was
18 directly engaged in performing assigned and/or authorized duties during a shift.

19 **(l)** **(1)** Contingency assignment differential will be paid for certain assignments when
20 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
21 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the assignment,
22 not to extend more than one pay period. The Chief Medical Examiner will determine the

1 assignments for which Contingency Assignment Differential will be paid. The assignment of an
2 employee to said assignment having a contingency assignment differential will be determined by
3 the Chief Medical Examiner and will not constitute a promotion or advancement in pay. In
4 addition, the removal of an employee from said assignment shall not constitute a demotion or
5 reduction in pay. The Chief Medical Examiner will review the qualifications of the employee
6 being considered for the assignment to determine if they meet the necessary minimum
7 qualifications for the position being considered.

8 For an employee whose pay range is established in Section 2(a) with the prior approval of
9 the Chief Medical Examiner, the contingency assignment differential will be ten percent (10%) of
10 the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period
11 worked or one percent (1%) of the employee's regular base bi-weekly rate for each shift
12 assignment covered, not to exceed one (1) pay period.

13 (2) Temporary assignment differential will be paid for certain assignments when a
14 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military leave,
15 etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay period but
16 not more than thirteen (13) pay periods, and offset by any days that the employee by reason of
17 absence is not fulfilling the assignment. The Chief Medical Examiner will determine the
18 assignments for which the temporary assignment differential will be paid. The assignment or
19 removal of an employee from said assignment having a temporary assignment differential will be
20 determined by the Chief Medical Examiner and will not constitute a promotion, demotion,
21 advancement, or reduction in pay. The intended employee must meet the minimum qualifications

1 for the position to be assigned. The temporary assignment differential shall be computed as an
2 addition to pay and not affect the employee's regular bi-weekly rate.

3 For an employee whose pay range is established in Section 2(a) with the prior approval of
4 the Chief Medical Examiner, the temporary assignment differential will be ten percent (10%) of
5 the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period
6 worked, not to exceed thirteen (13) pay periods. The Chief Medical Examiner may require the
7 establishment of a department policy on temporary assignment differential pay and must sign off
8 on the policy prior to authorizing temporary assignment differential.

9 **(m)** City employees who are required by the Chief Medical Examiner to routinely use their
10 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
11 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

12 SECTION 3

13 SUBSISTENCE AND MAINTENANCE CHARGES

14 Except as otherwise provided in this ordinance, a deduction shall be made on the payroll
15 or a cash charge shall be collected for subsistence and maintenance provided to employees at a
16 rate to be determined by the employee's department or agency head and the Comptroller of the
17 City of St. Louis. The department or agency head shall establish reasonable charges or deductions
18 which have been calculated and assessed with due consideration for all identifiable costs, including
19 labor and overhead, but shall not exceed the actual cost of the items to the City. When the Chief
20 Medical Examiner determines that the duties and responsibilities of a position require an employee
21 to occupy a room or apartment, there shall be no charge for such accommodations.

22 SECTION 4

1 effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which is
2 not more than twenty-five percent (25%) above the maximum established in this ordinance.

3
4 (c) Employees with permanent status who are eligible for reemployment as determined by the
5 Rules of the Department of Personnel shall be reemployed at an appropriate rate within the new
6 salary range which takes into consideration the employee's prior service in the position, as
7 determined by the Chief Medical Examiner.

8
9 **SECTION 6**

10 **PROMOTION, DEMOTION, REALLOCATION,**
11 **TRANSFER AND TEMPORARY PROMOTION**

12
13 An employee who is transferred, promoted, demoted, or whose position is reallocated after
14 the effective date of this ordinance, shall have his/her rate of pay for the new position determined
15 as follows:

16
17 (a) Promotion: This shall be defined as a change of an employee in the Medical Examiner's
18 Office from a position of one class to a position of another class with a higher pay grade or a higher
19 starting minimum salary.

20
21 (1) When an employee is promoted to a position in the General or Management Pay
22 Schedule, the employee's current bi-weekly rate of pay shall be set at a rate which is five percent

1 (5%) higher than the rate received immediately prior to the promotion or adjusted to the nearest
2 step in the new pay matrix which is not less than but is closest to a rate which is five percent (5%)
3 higher than the rate received immediately prior to promotion. The Chief Medical Examiner, may
4 increase the pay of an employee up to twenty percent (20%), adjusted to the nearest step, when
5 such action is needed to attract experienced, qualified candidates for a position. Such salary
6 determinations shall take into consideration the nature and magnitude of the accretion of duties
7 and responsibilities resulting from the promotion. However, no employee shall be paid less than
8 the minimum rate nor more than the maximum rate for the new class of position, except as
9 otherwise provided in this ordinance.

10

11 (2) Temporary Promotion: When an employee, whose salary range is established in
12 Section 2(a) is certified and temporarily promoted to a vacant position, for a limited duration, the
13 employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this Section. Upon
14 expiration of the temporary promotion, the employee shall be returned to his/her former rate of
15 pay, adjusted by any increases the employee would have received in the absence of the temporary
16 promotion. In no case shall the employee's salary be above the maximum of the salary range,
17 unless otherwise provided for in this ordinance.

18

19 (b) Demotion: This shall be defined as a change of an employee in the Medical Examiner's
20 Office from a position of one class to a position of another class which has a lower pay grade and
21 a lower starting minimum salary.

22

1 (1) If an employee is demoted for disciplinary reasons in accordance with the Rules of
2 the Medical Examiner’s Office and established disciplinary procedures, his/her rate of pay shall
3 be established at a rate within the range for the new position which is at least five percent (5%)
4 lower than the rate received immediately prior to the demotion or reduced to the nearest step which
5 is at least five percent (5%) lower than the rate received immediately prior to the demotion, except
6 no employee shall be reduced below the minimum of the range unless otherwise provided for in
7 this ordinance. The amount of the reduction shall be determined by the Chief Medical Examiner.

8
9 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
10 reduced within the range for the new position which is five percent (5%) lower, to the closest step,
11 than the rate received immediately prior to demotion, except that employees who are in a working
12 test period and demote to their previous class of position or pay grade, will return to the rate or
13 step received immediately prior to the promotion, plus any adjustments as otherwise provided in
14 this ordinance. No employee shall be paid less than the minimum nor more than the maximum
15 rate for the new class of position, except as otherwise provided in this ordinance.

16
17 (3) When an employee is demoted for reasons in the best interest of the Medical
18 Examiner Office as determined by the Chief Medical Examiner, his/her salary may be reduced by
19 reason of the new salary range and grade with the prior approval of the Chief Medical Examiner.
20 If the salary of such employee is above the maximum for the new position the employee’s salary
21 shall not be increased so long as he/she remains in the position, except as otherwise provided by
22 this ordinance.

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(c) Reallocation:

(1) If the employee's position is reallocated to a class in a lower pay grade and the employee's rate of pay for the previous position is within the salary range of the new position, his/her salary shall remain unchanged or adjusted to the closest step provided the employee's rate of pay shall not be reduced.

(2) The salary of an employee whose position is allocated to a class in a higher pay grade shall be determined in accordance with the provisions of this Section 6(a)(1) relating to salary advancement on promotion.

(d) Transfer: The salary rate of an employee who transfers to a different position in the same class, or from a position in one class to a position in another class in the same pay grade, shall remain unchanged, provided that no employee shall be paid less than the minimum rate nor more than the maximum rate for the new class of position, except as otherwise provided in this ordinance.

(e) Over Maximum: The salary of an employee, which is in excess of the maximum of the range prescribed by this ordinance for the class and grade to which his/her position has been allocated or may be reallocated, shall not be reduced by reason of the new salary range and grade.

1 The salary of such employee shall not be increased so long as he/she remains in the class of
2 position, except as otherwise provided by this ordinance.

3

4

SECTION 7

5

SALARY ADJUSTMENT

6

7 Salary adjustments for all employees in competitive positions shall be based on
8 considerations of merit, equity, or success in fulfilling predetermined goals and objectives as
9 herein provided.

10

11 (a) Competitive positions for which salary is established in Section 2(a) - General and
12 Management Schedule;

13

14 (1) All full time employees employed on March 29, 2020 whose salary is established
15 in Section 2(a) – General and Management Pay Schedules, shall receive a one-time, lump sum
16 payment of \$1,000.00 effective with the pay period beginning March 29, 2020.

17

18 (2) Any employee whose salary is established in Section 2(a) – General and
19 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
20 Rating Manual. The rating together with the standards of performance established in the rating
21 manual shall determine eligibility for a two percent (2%) or in the second year, a one step within-

1 range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other pay
2 regulation(s) or ratings as determined by the Chief Medical Examiner.

3

4 (3) Effective beginning with the bi-weekly pay period starting June 21, 2020, all
5 employees whose salary is established in Section 2(a) – General and Management Pay Schedules,
6 who would be eligible to receive an annual step increase as a result of a “Successful” or “Highly
7 Successful” Overall Rating on their regular Service Rating date will instead receive a two-step (*i.e.*
8 3%) increase regardless of their current rate or place in the pay schedule.

9

10 (4) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
11 Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by the
12 City’s Service Rating Manual, shall have his/her salary reduced as determined by the standards
13 established in the City’s Service Rating Manual, but not less than the minimum of the pay grade
14 range.

15

16 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52) weeks
17 of continuous service from the date of original appointment or from the date of the last salary
18 adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion or an
19 across-the-board ordinance increase, an increase resulting from an authorized incentive program,
20 or an upgrade of the classification concurrent with adoption of the ordinance. Absence from
21 service as a result of any authorized paid leave, suspensions, military leave, or family/medical
22 leave will not interrupt continuous service. Absence from service for any other cause shall result

1 in breaking continuity of service and establishment of a new anniversary date, except as otherwise
2 provided in this ordinance. The Chief Medical Examiner may authorize different anniversary dates
3 for an employee or groups of employees.

4
5 (c) The Chief Medical Examiner may evaluate the performance of an employee whose salary
6 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
7 intervals as described above except in the case of:

8
9 (1) Exceptional performance of duties:

10
11 With the prior approval of the Chief Medical Examiner may advance the salary of an
12 employee who demonstrates exceptional performance of duties after serving twenty-six (26) weeks
13 of employment at the same rate in the salary range by not more than ten percent (10%) or to the
14 closest step in the pay range which provides not more than a ten percent (10%) increase; this may
15 be in addition to any merit increase received.

16
17 (2) Substandard performance of duties:

18
19 The Chief Medical Examiner may reduce the salary of an employee whose level of
20 performance is significantly diminished and no longer warrants payment at the current rate within
21 the range as provided in the City's Service Rating Manual; providing the employee's salary is

1 above the minimum of the range, established in Section 2(a) and allocated to Overtime Code 3 or
2 Overtime Code 4.

3

4 The granting of any such increase or decrease in salary shall be made at the beginning of a
5 payroll period, as determined by the Chief Medical Examiner, following approval of such salary
6 action.

7

8 (d) The Chief Medical Examiner may approve adjustments to correct or mitigate serious and
9 demonstrable internal pay inequities. Salary adjustments under this provision shall preclude
10 adjustments to compensate or reward employees for long-term or meritorious service.

11

12 (e) The pay of any employee may be decreased as a disciplinary action by the Chief Medical
13 Examiner to a lower rate. Any such decrease shall be made in accordance with the established
14 disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current
15 salary rate. The decrease may be below the minimum of the pay range for the class. The
16 appointing authority may determine the pay decrease shall be effective for a specific number of
17 bi-weekly pay periods provided, however, that such decrease shall not be effective for more than
18 thirteen (13) bi-weekly pay periods.

19

20 (f) An employee who is temporarily promoted shall be eligible for within range salary
21 adjustments under provisions of this Section 7.

22

1 (g) The Chief Medical Examiner may approve a within range salary adjustment or other
2 incentives to retain employees in positions that are difficult to fill, or because of their unique
3 requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

4
5 **SECTION 8**

6 **INCOME SOURCES**

7
8 Any salary paid to an employee in the Medical Examiner’s Office shall represent the total
9 remuneration for the employee, excepting reimbursements for official travel and other payments
10 specifically authorized by ordinance. No employee shall receive remuneration from the City in
11 addition to the salary authorized in this ordinance for services rendered by the employee in the
12 discharge of the employee's ordinary duties, of additional duties which may be imposed upon the
13 employee, or of duties which the employee may undertake or volunteer to perform.

14
15 Whenever an employee not on an approved paid leave works for a period less than the
16 regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall
17 be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the
18 employee's position. The payment of a separate salary for actual hours worked from two (2) or
19 more departments, divisions or other units of the City for duties performed for each of such
20 agencies is permissible if the total salary received from these agencies is not in excess of the
21 maximum rate of pay for the class.

22

1 (b) No employee shall be reduced in salary by reason of the adoption of the new pay schedules
2 in this ordinance.

3
4 (c) The salary of an employee serving in a trainee position, which remains above the new
5 trainee rate for his/her position, shall remain unchanged.

6
7 (d) The Chief Medical Examiner may establish a special conversion procedure for a class or
8 position in the event that the Director determines that a serious inequity would be created by the
9 application of the conversion procedures established in this Section 9.

10
11 (e) The Chief Medical Examiner shall establish such procedures as needed to place this
12 ordinance into effect and interpret its provisions.

13

14 **SECTION 10**

15 **PAYMENT OF SALARIES**

16

17 All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly.
18 The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees
19 on the various payrolls. The payment due each employee for service, except as otherwise provided,
20 shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the
21 event that an employee is dismissed or has been employed for occasional or emergency work, the
22 Comptroller may immediately pay the employee upon termination of service without waiting for

1 the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or
2 Commission where the employee worked.

3

4

SECTION 11

5

CHANGES TO CLASSIFICATION PLAN

6

7 Whenever the Chief Medical Examiner finds it necessary to add a new class to the
8 classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade and
9 schedule in this ordinance and notify the Board of Aldermen of this action.

10

11 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
12 an existing class within the classification plan, the Chief Medical Examiner shall change the
13 overtime code and notify the Board of Aldermen of this action.

14

15 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of an
16 existing class within the classification plan, the Chief Medical Examiner shall allocate the class to
17 the appropriate schedule in this ordinance and notify the Board of Aldermen of this action.

18

19 The pay grade allocated to a class of position within the classification plan shall remain
20 unchanged for the duration of the existing compensation ordinance. Whenever the Chief Medical
21 Examiner considers it necessary to change the pay grade of an established class of position, such
22 adjustment can only be made concurrent with the adoption of a new compensation ordinance.

1 Recommendation for the allocation of a new pay grade shall be made by the Chief Medical
2 Examiner for final approval by the Board of Aldermen.

3

4

SECTION 12

5

PAYROLL FORMS

6

7 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
8 certify to the fact that a vacancy exists in a lawfully created position and to the lawful appointment
9 of a person to fill the position. The Chief Medical Examiner shall indicate on these forms the
10 proper allocation of the position and the rate at which payment is to be made. When approved by
11 the Chief Medical Examiner and submitted to the Comptroller, these forms shall constitute
12 authorization for the initial placing of a person's name on the payroll. The Comptroller shall not
13 authorize any change in the rate of pay of an individual on the payroll unless approved by the Chief
14 Medical Examiner. The Comptroller shall provide the Chief Medical Examiner with a copy of
15 each payroll audited and found correct within twenty-one (21) days after audit and approval of the
16 payroll by the Comptroller's Office.

17

18

SECTION 13

19

CERTIFICATION OF PAYROLL

20

21 The Chief Medical Examiner shall certify on each payroll or a subsidiary document that
22 each person whose name appears on the payroll has been lawfully appointed at a salary provided

1 by this ordinance and that the employee has actually worked the time for which he/she will be
2 paid, subject to the provisions of this ordinance governing hours of work and leaves of absence in
3 the Medical Examiner’s Office.

4

5

SECTION 14

6

MINIMUM WORK HOURS

7

8 The Chief Medical Examiner shall establish procedures to assure that the employees under
9 his/her supervision are actively engaged in the performance of the duties of their positions in
10 accordance with the provisions of this section.

11

12 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
13 established for each position in the work unit. Work schedule reports shall be submitted upon
14 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
15 the permanent work schedule of a position. The work schedule submitted by the
16 manager/supervisor shall constitute the normal work schedule for the position when approved by
17 the Chief Medical Examiner.

18

19 All employees in the Medical Examiner’s Office shall be in attendance at their work in
20 accordance with schedules established under the provisions of this Section 14, subject to other
21 provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs,
22 sick leave, military leave, and leaves of absence with or without pay.

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(a) Employees whose salaries are established in Section 2(a): Forty (40) hours shall constitute the average minimum required weekly hours of service in an employment cycle under regular full-time employment for all City employees paid on a bi-weekly basis and occupying positions in the Medical Examiner’s Office. The minimum daily and annual service required of such employees shall be in proportion to the average minimum weekly hours established.

Each manager/supervisor shall so arrange the time for reporting for work, for luncheon intermission, and for quitting work of the various employees under their jurisdiction.

(b) Management Employees: Managers for employees occupying full-time positions whose salaries are established in Section 2(a) of this ordinance shall initiate procedures to see that such employees are engaged in the performance of their duties on a full-time basis. Full-time employment for any employee whose classification is denoted in the Management Schedule shall be defined as an average of forty (40) hours per week of time devoted to the duties of the position on an annual basis.

SECTION 15
OVERTIME

(a) The Chief Medical Examiner shall determine those positions in the Medical Examiner’s Office of the City of St. Louis which are exempt from overtime compensation and those positions

1 which are not exempt from overtime compensation. The overtime codes established for each class
2 in Section 1(a) of this ordinance shall be interpreted as follows:

3

4 OVERTIME CODE (OVTM):

5

6 1 These classes are primarily managerial in nature, but may also include some
7 professional or administrative classes that are ineligible for overtime pay
8 under all but emergency conditions as described in Section 15(d) of this
9 ordinance.

10

11 2 These are supervisory, professional, and administrative classes that are
12 exempt from overtime compensation, but which the City compensates for
13 overtime at the straight (1.0x) time rate.

14

15 3 These are non-exempt classes that receive overtime compensation at the one
16 and one-half (1.5x) time rate.

17

18 Managers/Supervisors are prohibited from changing employee work schedules to avoid the
19 payment of overtime.

20

21 For purposes of determining overtime pay rates for non-exempt employees, the regular
22 hourly rate of pay shall be used.

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Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in this ordinance shall be compensated for overtime work in accordance with the provisions of this section. Each manager/supervisor shall designate and submit to the Chief Medical Examiner the official work week and schedule or work cycle for all non-exempt positions in the work unit. The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time employment.

Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works hours in excess of the maximum established for an official work week or work cycle, usually forty (40) hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate. In addition to the actual hours worked, vacation, and compensatory time only shall count as hours worked for the purpose of determining eligibility for overtime compensation.

(a) Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of this ordinance shall be compensated for overtime by granting the employee pay or compensatory time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to the Chief Medical Examiner the official work week or work cycle, which is usually forty (40) hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an exempt (Code 2) position is directed by management, with the approval of the appointing authority, to work hours in excess of the maximum established for an official work week or work cycle it shall be considered overtime. In addition to the actual hours worked, vacation, and

1 compensatory time only shall count as hours worked for the purpose of determining eligibility for
2 overtime compensation. Straight time (1.0x) overtime shall be compensated at the employee's
3 regular hourly rate of pay, or by granting the eligible employee compensatory time off at the rate
4 of one (1) hour for each hour of overtime worked. The average number of scheduled hours in a
5 bi-weekly pay period shall not be less than eighty (80) for full-time employment. The regular
6 hourly rate of pay for an exempt (Code 2) bi-weekly paid employee shall be determined by dividing
7 the employee's regular bi-weekly rate of pay by the average number of regularly scheduled hours
8 of work in a bi-weekly pay period.

9
10 (b) Part-time bi-weekly paid employees and employees paid on an hourly or per performance
11 basis shall be compensated for overtime work in accordance with the overtime provisions of this
12 section and with consideration for community practices in compensating similar employment.

13
14 (c) The Chief Medical Examiner may compensate Overtime Code 1 employees at the straight-
15 time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City of St. Louis
16 declares an emergency due to serious and protracted conditions which threaten continuous City
17 Service, preservation of public peace, health, or safety, and 2) the Chief Medical Examiner directs
18 an employee or group of employees to work in excess of forty (40) hours per week. The
19 manager/supervisor shall maintain attendance records of the assignment(s) and submit such
20 records at the request of the Chief Medical Examiner.

21

1 (e) Employees who wish to use compensatory time earned in lieu of pay must make their
2 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
3 manager/supervisor shall keep in mind the staffing needs of the department when granting time
4 off, but in any case time off will not be unreasonably denied.

5
6 Pay shall be the regular method of compensation for recorded overtime hours of work for
7 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
8 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
9 time off in lieu of pay only if the employee requests compensatory time, in writing.

10
11 Employees engaged in public safety, emergency response or seasonal activity as defined
12 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
13 of compensatory time; except that Management Personnel shall only be allowed to accumulate up
14 to forty (40) hours of compensatory time. All other employees are allowed a maximum balance
15 of one hundred twenty (120) hours of compensatory time. These maximum balances of
16 compensatory time shall apply to employees working an average work week of forty (40) hours;
17 the maximum balance of compensatory time for employees whose average work week is more or
18 less than forty (40) hours shall be proportionate. No provision of this section establishing a
19 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
20 employee or to deny an employee payment for recorded compensatory time earned in accordance
21 with the provisions of the compensation ordinance in effect at the time the compensatory time was
22 earned.

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Each manager/supervisor shall establish procedures to assure that non-exempt employees are promptly granted time off when such employees request to use their earned compensatory time. A manager/supervisor may not deny non-exempt employees' requests for earned compensatory time off except when such approval would create an extreme business hardship. When a manager/supervisor determines that the work schedule of the organization will not permit the granting of such time off, the manager/supervisor shall pay the employee in that same pay period for all or a portion equivalent to the time requested of the employee's accrued compensatory time. This provision requiring the prompt granting of requested time off applies only to compensatory time that is earned as a result of the employee working overtime; it does not apply to compensatory time earned as a result of an incentive program or bonus award program.

Compensatory time earned by exempt employees shall be granted to an employee at the discretion of the manager/supervisor in one of the following ways: 1) on request of the employee; 2) on termination of services with the City.

(f) Before an employee is transferred, promoted or demoted from a position under one manager/supervisor to a position under another manager/supervisor or to another unit with a different appropriation, all compensatory time shall be granted or paid. Upon the death of an employee, the person or persons entitled by law to receive any compensation due to the employee shall be paid any amount due to the employee on the date of death.

1 (g) All sections shall keep daily attendance records of Medical Examiner Employees and shall
2 submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime earned,
3 granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the form and
4 on the dates specified as required or requested.

5
6 **SECTION 16**

7 **HOLIDAYS**

8
9 (a) Medical Examiner employees working full-time who are paid a bi-weekly rate shall be
10 entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for regularly
11 scheduled work on the following designated holidays:

12

<u>DATE</u>	<u>HOLIDAY</u>
13 January 1	New Years Day
14 Third Monday in January	Rev. Martin Luther King Jr. Day
15 Third Monday in February	Presidents' Day
16 Last Monday in May	Memorial Day
17 July 4	Independence Day
18 First Monday in September	Labor Day
19 November 11	Veterans' Day
20 Fourth Thursday in November	Thanksgiving Day
21 Day after Thanksgiving	Day after Thanksgiving

1 December 25

Christmas Day

2

3 In addition to the above enumerated designated holidays, full-time Medical Examiner
4 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as
5 established by this *Section 16* on any day or partial day the Mayor declares by proclamation the
6 closing of City offices.

7

8 Employees working full-time and paid a bi-weekly rate whose pay is established in
9 Sections 2(a) of this compensation ordinance shall receive leave with pay, pay or compensatory
10 time off in lieu of pay as holiday compensation in an amount that is proportionate to the number
11 of hours the employee is regularly scheduled to work in a day or shift. For example: Employees
12 working an average of forty (40) hours a week, five (5) days a week, eight (8) hours a day shall
13 receive eight (8) hours of compensation for the holiday; employees working an average of forty
14 (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten (10) hours of
15 compensation for the holiday.

16

17 When the day of observance of a holiday is changed by State or Federal law, it will be so
18 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
19 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
20 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
21 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
22 preceding Friday shall be observed as the holiday.

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(b) Each manager/supervisor shall determine the manner of granting holidays and shall report his/her determination to the Chief Medical Examiner, if required by the Chief Medical Examiner. When full-time employees, whose pay is established in Section 2(a) of this compensation ordinance, are required to work on a holiday they shall be entitled to compensation for the holiday and the hours actually worked. Compensation for the holiday shall be in an amount proportionate to the number of hours an employee is regularly scheduled to work in a day or shift.

Except as otherwise provided in this section, when a City holiday falls on an employee's regularly scheduled day off, the employee shall be entitled to have compensatory time added to his/her balance in an amount proportionate to the number of hours regularly scheduled in a day or shift.

If an employee is docked from the payroll for one hour or more on the full scheduled workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled holiday, the employee shall not be compensated for the holiday.

The holiday compensation procedures established by this Section 16 shall apply to full-time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees shall be compensated for holidays in proportion to the percentage of time they are regularly scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled to holiday compensation, except as otherwise provided in this ordinance.

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In the event that the holiday schedule established in this Section 16 is revised, employees who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave policies for employees occupying public safety positions which qualify for the special overtime pay provisions under Federal law or for employees with official work schedules authorized by the Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule. Procedures developed in compliance with this Section 16 shall be designed to treat employees in the same manner who work substantially equivalent work schedules.

SECTION 17
VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner’s Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), with appointment date before April 23, 1989.

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PAY ESTABLISHED
IN SECTION
2(a)

<u>Length of</u>	<u>Bi-Weekly</u>	<u>Annual</u>
<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182
15 but less than 20 years	8	208
20 or more years	9	234

Employees employed before July 18, 2010 whose pay is established in Section 2(a) of this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty (40) hours of vacation added to their existing balance,

(b) Vacation hours shall be granted to employees whose pay is established in Section 2(a) with appointment date on or after April 23, 1989.

PAY ESTABLISHED

1	IN SECTION		
2	2(a) or 2(b) or 2(c)		
3	Length of	Bi-Weekly	Annual
4	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>
5	1 but less than 5 years	3	78
6	5 but less than 10 years	5	130
7	10 but less than 15 years	6	156
8	15 but less than 20 years	7	182
9	20 or more years	8	208

10

11 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of this
 12 ordinance completing five (5) years of cumulative service, ten (10) years of cumulative service,
 13 fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall have forty
 14 (40) hours of vacation added to their existing balance.

15

16 (c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their
 17 vacation balance upon completion of five (5) years of cumulative service, ten (10) years of
 18 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
 19 service.

20

21 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
 22 and accrual maximums for vacation are for employees working a scheduled work week of forty

1 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
2 for employees whose average work week is more or less than forty (40) hours. When an eligible
3 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
4 proportionately. All references in this ordinance to cumulative service for vacation shall mean
5 cumulative service without a break in service of more than one year, except as provided otherwise
6 in this ordinance. No employee who works less than fifty percent (50%) time or who is serving in
7 a limited-term position shall be eligible to accrue vacation.

8
9 (e) (1) The maximum vacation balance for those working an average work week of forty
10 (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working more
11 or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be established in
12 accordance with Section 17 of this ordinance.

13
14 (2) When an employee's full-time average work week is changed, the maximum
15 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
16 current vacation balance adjusted so that the vacation shall maintain the same position relative to
17 the new maximum balance as existed with the employee's previous maximum balance. Accrual
18 of vacation shall cease when an employee accumulates the maximum vacation balance established
19 for the assigned work schedule and shall not resume until the vacation balance is less than the
20 maximum amount.

21

1 (f) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
2 each pay period thereafter but employees must complete the entire pay period to accrue the
3 vacation leave at the end of said pay period:

4

5 (1) of appointment;

6

7 (2) of return to duty from leave of absence;

8

9 (3) of restoration to employment of one-half (50%) time or more.

10

11 Vacation leave shall be granted in whole hour units. On termination of service, any
12 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
13 last day at work or beginning of terminal leave.

14

15 (g) Managers/supervisors shall be responsible for establishing all vacation leave schedules, but
16 may not discipline employees by imposing unusual vacation schedules. Vacation shall be granted
17 to the employee at the discretion of the manager/supervisor as provided by this ordinance in one
18 of the following ways:

19

20 (1) When the employee requests vacation leave in accordance with departmental policies.

21

22 (2) When directed to take paid time off by the manager/supervisor.

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(3) When an employee is terminated or resigns from the Medical Examiner’s Office.

(4) When an employee whose salary is established in Sections 2(a) reaches the established maximum accrual and would cease accruing vacation, the employee may notify the manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at least seven (7) days prior to the first work day the employee intends to take off. If the manager/supervisor fails to establish a different vacation schedule, the employee may, at will and without assuming liability for disciplinary action, take the paid leave, which was proposed in writing.

(5) All employees may request payment from the appointing authority for forty (40) hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation allowance for that year is not exceeded. This may be done a maximum of once in each calendar year. Management employees may request payment from the appointing authority for up to an additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if their schedules do not permit them to be absent from work. These requests are subject to the prior approval of the Chief Medical Examiner.

(h) During the first twelve (12) months of employment, unless stated otherwise in this ordinance, accrued vacation may be granted to an employee provided that the employee has completed six (6) months of continuous service. When the service of an employee is terminated

1 after twelve (12) months of continuous service, any accumulated vacation that is due the employee
2 shall be paid. When employment is terminated before completing twelve (12) months of
3 continuous service, any previously advanced vacation leave shall be deducted from the employee's
4 final pay.

5
6 (i) Employees who separate from the Medical Examiner's Office and who return to the
7 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
8 for prior continuous service in determining the vacation accrual rate in accordance with *Section*
9 *17(a), 17(b), 17(d), 17(e), or 17(f)* of this ordinance and based on the date of the employee's
10 original appointment.

11
12 (j) Employees who move to the Medical Examiner's Office from a non-Medical Examiner's
13 Office shall be given credit for the years of service in the non-Medical Examiner's Office in
14 determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance
15 and based on the date of the employee's original appointment.

16
17 (k) Employees who return to work from a "reemployment from layoff" eligible list shall be
18 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
19 the employee has completed six (6) months of continuous service prior to the layoff and with
20 approval of the manager/supervisor. An employee who has completed less than six (6) months of
21 continuous service will be required to complete the remaining portion of the six (6) months period
22 before being eligible to use vacation.

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Any such reemployed worker shall be given credit for prior continuous service in determining the employee's vacation accrual rate in accordance with the schedule established in Section 17(a), 17(b), 17(d), 17(e), or 17(f) of this ordinance and based on the employee's original appointment.

(l) Managers/supervisors shall be responsible for the management of their vacation schedules so as to most effectively administer their organizations and fulfill the desire of employees in the establishment of leave schedules.

(p) Accrued vacation shall be carried with an employee when transferred, promoted, or demoted from a position under one appointing authority to a position under another appointing authority without a break in service or change in method of pay. Upon the death of an employee, the person or persons entitled by law to receive any compensation due the employee shall be paid the amount due the employee for accrued vacation.

(q) With the approval of the Chief Medical Examiner, a retiring employee may be paid on the payroll for accrued vacation in the month prior to retirement without inclusion in the employee's final average compensation. The Chief Medical Examiner may pay previously accrued vacation off in a lump sum to an employee whose service with the City Medical Examiner's Office has terminated. Such payment shall be made on the employee's last regular paycheck. The lump sum

1 payment shall include compensation for any holidays occurring during the employee's terminal
2 vacation leave period as if employee's vacation had been run out on payroll.

3

4 (r) Employees occupying excepted positions in the Medical Examiner's Office shall be
5 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in an
6 excepted position ends and who is then appointed to a permanent competitive position working
7 fifty percent (50%) time or more shall become eligible to accrue vacation leave with pay upon
8 appointment to the competitive position. Length of cumulative service for the purpose of
9 determining rate of vacation leave accrual shall be based on the employee's original date of
10 appointment to the excepted position, providing there was no break in service between expiration
11 of the excepted position and appointment to the permanent competitive position. The date of
12 appointment to the permanent competitive position shall be used to determine the appropriate rate
13 of vacation accrual for the corresponding length of cumulative service in accordance with the
14 schedule established in Section 17(b).

15

16 (s) Managers/supervisors shall report leave with pay for vacation and such other authorized
17 absences as the Chief Medical Examiner shall designate in such form and at such time as the Chief
18 Medical Examiner may require.

19

20 **SECTION 18.**

21 **SICK LEAVE**

22

1 (a) Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
2 may choose to use his/her sick leave in accordance with regulations established by the Chief
3 Medical Examiner.

4
5 (b) An active employee who is a member of the Employees Retirement System of the City of
6 St. Louis, and who applies for retirement and immediately retires from active service, shall receive
7 payment for his/her sick leave balance less any sick leave credited or paid to a member or used in
8 the calculation of retirement benefits under this or any other ordinance(s). If the Employees
9 Retirement System provides for sick leave to be credited or paid to a member or used in the
10 calculation of retirement benefits, this payment shall be limited to a maximum of fifty percent
11 (50%) of the value of the employee's sick leave balance. If the Employees Retirement System of
12 the City of St. Louis provides for sick leave to be credited or paid to a member or used in the
13 calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of the
14 employee's sick leave balance at time of retirement.

15
16 (c) If a member of the Employees Retirement System of the City of St. Louis who had been
17 otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive payment
18 based on the calculation above on the employee's sick leave balance, if any. Payment shall be
19 made in accordance with the procedures established by the Chief Medical Examiner.

20

1 (d) An employee who is reemployed from an authorized layoff shall have his/her prior sick
2 leave balance if any restored, provided this balance has not be used in the determination of pension
3 benefits paid to the retiree.

4
5
6 **SECTION 19.**

7 **MEDICAL LEAVE**

8
9 (a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent
10 competitive positions working fifty percent (50%) time or more in accordance with regulations
11 and procedures established by the Chief Medical Examiner.

12
13 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
14 hours of medical leave for each bi-weekly pay period of employment but must complete the entire
15 pay period to accrue the medical leave at the end of said pay period. This accrual rate is established
16 for employees working an average work week of forty (40) hours. Medical leave shall be
17 computed on a proportionate basis for employees whose average work week is more or less than
18 forty (40) hours. An eligible employee may be granted paid medical leave by his/her appointing
19 authority after completing twenty-six (26) weeks of continuous service.

20
21 (b) The Chief Medical Examiner may establish a system of cash awards, paid time off or other
22 incentives to reward employees for perfect and near perfect attendance.

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(c) An appointing authority shall remove an employee from the payroll for unexcused absence in accordance with regulations and procedures established by the Chief Medical Examiner. When an employee is docked from the payroll under the provisions of this section, the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an employee is docked from the payroll for one (1) hour or more in a bi-weekly pay period, he/she will cease to accrue medical leave for the pay period.

(d) If management decides to send their employees or a group of employees' home due to inclement weather, they will not lose their medical leave accrual for that pay period.

(e) All leave with or without pay for illness, injury, or physical inability to perform assigned duties shall be recorded on the payroll or a subsidiary document in the manner established by the Chief Medical Examiner. Compensation for periods of absence from work when an employee sustains an injury by accident on the job shall be governed by the provisions of *Section 25 (Workers' Compensation and Disability Leave) of this ordinance.*

(f) An employee who is reemployed from an authorized layoff shall have his/her prior medical leave balance and sick leave balance restored if any, provided any sick leave balance has not been credited to the employee's length of service in determining pension benefits paid to the retiree. An employee who is reemployed from an authorized layoff and who has a medical and/or sick leave

1 balance and who completed twenty-six (26) weeks of continuous employment prior to the layoff
2 may take approved medical and/or sick leave upon reemployment.

3
4 **(g)** Each manager/supervisor shall institute procedures, in accordance with regulations
5 established by the Chief Medical Examiner that will discourage the improper use of medical leave
6 with pay. When an employee is removed from the payroll for absence not approved by the
7 appointing authority, the employee shall be notified promptly in writing.

8
9 **(h)** Employees shall not receive payment for any medical leave balance and it shall not be used
10 in the calculation of retirement benefits or payments under this ordinance or any other ordinance.

11
12 **SECTION 20.**

13 **MILITARY LEAVE**

14
15 The City of St. Louis will follow all applicable state and federal laws on the granting of
16 military leave and reemployment rights.

17
18 Each employee is required to give advance notice (at least 30 days prior to departure when
19 feasible), preferably in writing, of service obligation or intention to perform services in the
20 uniformed services, unless such notice is prevented by military necessity, as determined by a
21 designated authority, or impossible or unreasonable under all of the circumstances.

22

1 improvement of the knowledge and skills required in the performance of the duties of their
2 positions or to improve their professional, technical or managerial knowledge or skill.

3

4

SECTION 22.

5

LEAVES OF ABSENCE AND FAMILY/MEDICAL LEAVE

6

7 An employee may request a leave of absence, or a manager/supervisor may request a leave
8 of absence for an employee, for any reason under the City's general leave policy, or a
9 "Family/Medical Leave of Absence" for certain qualifying reasons under provisions of "The
10 Family and Medical Leave Act of 1993" as provided in this ordinance and under additional
11 provisions and regulations as determined by the Chief Medical Examiner.

12

13 (a) A manager/supervisor, with the approval of the Chief Medical Examiner, may grant an
14 employee in the Medical Examiner's Office a general leave of absence without pay for a period of
15 one year, which may be extended, with the prior approval of the Chief Medical Examiner.

16

17 Upon the expiration of such leave of absence, the employee shall be reinstated to the
18 competitive position he/she occupied at the time the leave was granted provided the position is
19 still in existence and he/she is able to perform the duties of the position. The employee shall be
20 reinstated to the competitive position at the same relative rate in the salary range the employee
21 occupied at the time the leave was initiated. Failure of an employee to report for duty promptly at
22 the expiration of the leave shall be just cause for dismissal. If necessary to the efficient conduct

1 of the business of the City, an employee on leave other than military leave or qualifying
2 family/medical leave may be notified by the appointing authority, with the approval of the Chief
3 Medical Examiner, to return prior to the expiration of such leave. Failure of the employee to return
4 within ten (10) calendar days after receipt of such notice shall terminate his/her leave of absence
5 and be just cause for dismissal, subject to any applicable federal, state or local regulations.

6

7 (b) The City of St. Louis will follow all applicable state and federal laws on the granting of
8 family/medical leave.

9

10 The Chief Medical Examiner shall establish additional rules, guidelines and procedures for
11 the effective administration of the City's "Family/Medical Leave Policy." The policy shall comply
12 with all provisions of the "Family/Medical Leave Act of 1993" and any amendments thereafter.

13

14 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
15 prior to being placed on leave without pay status for approved Family and Medical Leave, except
16 employees can keep one (1) week of vacation hours (if they have accrued one (1) week of vacation
17 and are eligible to take them). Employees will be allowed to use all their compensatory time, if
18 requested by employee.

19

20 (c) Any employee in the Medical Examiner's Office who is appointed to a position in the
21 Medical Examiner's Office shall be granted an in-service leave without pay from the position
22 during the term to which he/she is appointed to the position. Such leave shall be for the term of

1 the appointment to the position and until his/her successor qualifies. Upon the expiration of the
2 appointment to the position, the employee shall be reinstated to the position he/she occupied
3 immediately prior to the in-service leave. The employee shall be reinstated to the position as under
4 a temporary promotion pursuant to *Section 6(a)(2)* of this ordinance. Employees who are returned
5 to a position shall retain any vacation, compensatory time, sick leave, or medical leave balance in
6 effect at the time of granting of the leave of absence for appointment to the position. Employees
7 shall be given credit for time spent in an appointment in computing eligibility for additional
8 vacation leave accrual.

9
10 **(d)** In the event that emergency conditions occur which require the closing of City-operated
11 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
12 of the City of St. Louis may declare an emergency and require an employee or group of employees
13 to take leaves of absence with or without pay while such emergency conditions exist. In the event
14 that the Mayor requires that the leave of absence be without pay, an employee with vacation or
15 accrued compensatory time may elect to take the accrued time off with pay in lieu of all or a part
16 of such non-paid leave of absence. Such non-paid leave of absence shall not interrupt continuity
17 of service for vacation accrual. An emergency leave of absence declared by the Mayor shall not
18 exceed ninety (90) days.

19
20 **(e)** Employees who are granted general leaves of absence and other non-paid leaves of
21 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
22 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation and

1 medical leave during the period of non-paid leave. Upon the expiration of such leaves of absence,
2 the employee shall follow the procedures as established in this *Section 22* and any other applicable
3 regulations and procedures as established by the Chief Medical Examiner.

4
5 (f) A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
6 employee on a forced leave of absence with or without pay pending the outcome of an investigation
7 or of a pending disciplinary action against the employee. Employees being placed on forced leave
8 may elect to be placed on either vacation leave or compensatory time.

9
10 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
11 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
12 program.

13
14 **SECTION 23.**

15 **INSURANCE BENEFITS**

16
17 The City of St. Louis is hereby authorized to devise and establish by contract or otherwise
18 plans for life, health, medical, disability, and other insurance coverage deemed necessary for
19 employees in the Medical Examiner’s Office and other employees for the City and their
20 dependents. The Department of Personnel shall develop and administer programs to provide for
21 such coverage. The Director of Personnel shall confer with the Board of Estimate and
22 Apportionment by February 1st of each year regarding coverage plans and the appropriate funding

1 level. The Director shall then be charged with the responsibility of establishing the applicable
2 funding level and remittance rates for the aforementioned plans and certify same to the Comptroller
3 and Budget Director by March 1st of each year. The Director of Personnel may amend said rates
4 as needed.

5
6 **SECTION 24.**

7 **DEATH BENEFIT**

8
9 In the event any employee of the City whose pay is established by this ordinance dies as a
10 result of injuries arising out of and in the course of his/her employment by the City, the City shall
11 pay compensation in accordance with the Missouri Workers' Compensation Law. The Chief
12 Medical Examiner and the City Counselor shall establish procedures for making the payments
13 required by the Missouri Workers' Compensation Law. The Comptroller shall designate the fund
14 or appropriation out of which such payment shall be made. Such compensation shall be in addition
15 to any life insurance benefits paid for by the City or by the employee which is available to the
16 employee's beneficiaries and also in addition to any benefit provided by the Employees Retirement
17 System of the City of St. Louis.

18
19 **SECTION 25.**

20 **WORKERS' COMPENSATION AND DISABILITY LEAVE**

21

1 (a) Any employee in the Medical Examiner's Office whose class title and grade are established
2 in Section 1(a) and denoted by the suffix "G," or "M" of this ordinance, including employees who
3 are compensated on a per performance or unit of work basis, who shall suffer personal injury by
4 accident or occupational disease arising out of and in the regular course of employment while
5 engaged in or about the premises where an employee's duties are being performed or where an
6 employee's presence is required as part of his/her employment, shall promptly report such injury
7 by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn
8 report, through the manager/supervisor, all facts concerning the incident to the City Counselor and
9 the Chief Medical Examiner. The manager/supervisor shall promptly provide such written
10 information and recommendations as may be requested by the City Counselor to aid in making the
11 determination of the period of disability.

12
13 The employee who suffers a personal injury as described in part (a) of this section, and
14 which results in temporary disability, may elect to use sick or medical leave for the first three (3)
15 days of temporary disability. Thereafter, the employee will be compensated at the rate mandated
16 by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14)
17 calendar days or more, the three (3) days of sick or medical leave used during the first three (3)
18 days of disability will be restored to the employee's sick or medical leave balance. The City
19 Counselor shall determine the actual amount of compensation and length of time during which
20 payments are made for such temporary disability in accordance with the Missouri Workers'
21 Compensation Law.

22

1 (b) The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
2 an employee to undergo a physical examination and medical or surgical treatment at the expense
3 of the City to diagnose and treat injuries or illnesses arising out of employment.

4
5 (c) The City Counselor and the Comptroller shall establish procedures for paying
6 compensation to employees or former employees who are permanently disabled and due
7 compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate
8 the fund or appropriation out of which such payment shall be made.

9
10 (d) The City Counselor and the Chief Medical Examiner shall be responsible for the
11 administration of the provisions of this Section and shall establish and publish procedural
12 regulations for the administration of the program. Each manager/supervisor shall establish
13 procedures to comply with the provisions of this section and established regulations.

14
15 **SECTION 26.**

16 **JURY AND WITNESS LEAVE**

17
18 (a) Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
19 (50%) time or more for such time when such employees are serving as jurors pursuant to order of
20 the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate
21 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
22 hours to his/her manager/supervisor and display to the manager/supervisor the summons which

1 the employee has received and shall give the manager/supervisor in writing the date and the time
2 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
3 Commissioner or the United States District Court system for jury service for days the employee
4 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
5 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
6 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
7 shall forthwith report to his/her manager/supervisor if discharged during their normally scheduled
8 work hours and shall submit to his/her manager/supervisor a written statement from the Jury
9 Commissioner certifying that the employee has served as a juror and the time and date so served.
10 The manager/supervisor shall, upon receipt of the statement of jury service, credit the employee
11 with paid jury leave for such service.

12
13 (b) Leave with pay shall be granted to bi-weekly rate employees for such time when the
14 employee's presence is required by the prosecutor in a criminal proceeding or grand jury procedure,
15 a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-weekly rate
16 employee, when so subpoenaed as a prosecution witness or whose presence is required as a part
17 of a grand jury inquiry, shall report such fact within seventy-two (72) hours to his/her
18 manager/supervisor and shall give the manager/supervisor in writing the date and time his/her
19 presence is required for such criminal prosecution. Each manager/supervisor shall establish
20 controls to assure that any paid leave is actually required by the prosecuting authority. An
21 manager/supervisor may require an employee to furnish satisfactory evidence of being required to

1 be off the job and that all time off was in connection with the prosecution of the case. This
2 procedure shall apply for employee participation in criminal prosecution in State or Federal Courts.

3

4

SECTION 27.

5

DEFERRED COMPENSATION

6

7 (a) Authority is hereby granted for the establishment of a deferred compensation plan for the
8 City of St. Louis.

9

10 (b) In accordance with the regulations applicable to the plan, as set out herein, the Comptroller
11 is authorized to enter into an agreement with eligible participants, whereby said participants may
12 designate a portion of their future earnings to be deducted by the City and placed in a fund to be
13 designated "City of St. Louis Deferred Compensation Plan Fund" for the purpose of providing tax
14 deferred benefits to the participants upon retirement.

15

16 (c) The Board of Estimate and Apportionment is hereby authorized to establish or select a
17 specific plan or plans in accordance with the requirements set out in this ordinance. In establishing
18 the plan, the Board of Estimate and Apportionment may elect to retain outside parties to provide
19 administrative and/or investment services after following competitive bidding procedures. The
20 Board of Estimate and Apportionment is authorized, after analyzing the various competitive bids
21 submitted in accordance with the requirements of this ordinance, to select the plan or plans it
22 determines to meet the requirements established as a part of the competitive bidding procedures

1 and to be in the best interest of the participants. No investment plan shall be considered unless
2 offered by a duly licensed resident agent representing a company duly licensed and authorized by
3 the State of Missouri and other applicable federal regulatory agencies to offer such insurance or
4 investment programs.

5
6 In the event Federal or State legislation is changed in a manner affecting and/or relating to
7 any of the aforementioned Deferred Compensation provisions contained in this Section, the Board
8 of Estimate and Apportionment of the City of St. Louis may amend the deferred compensation
9 plan accordingly and may execute any and all documents necessary to achieve and effectuate the
10 recommended changes.

11
12 **SECTION 28.**

13 **RETIREMENT**

14
15 The following provisions shall apply to the Employees Retirement System:

16
17 **(a)** "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

18
19 (1) The annual compensation received by a member for the two (2) consecutive years
20 of creditable service in which the highest compensation was received preceding the termination of
21 his/her employment, and

1 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
2 hours paid to the member upon termination of his/her employment and *less* sick leave hours
3 considered as creditable service for the purpose of determining eligibility for retirement benefits,
4 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
5 on the date of retirement.

6
7 **(b)** If a member has less than two (2) consecutive years of creditable service his/her final
8 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and
9 then multiplied by (4) below:

10
11 (1) The sum of monthly compensation received by the member for each consecutive
12 month of creditable service immediately preceding the termination of his/her employment, and

13
14 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
15 hours paid to the member upon termination of his/her employment and *less* sick leave hours
16 considered as creditable service for the purpose of determining eligibility for retirement benefits,
17 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
18 on the date of retirement.

19
20 (3) The number of consecutive months of creditable service immediately preceding the
21 termination of his/her employment, and

22

1 (4) Twelve (12).

2

3 The years of creditable service of a member shall be the number of years and completed
4 months of service during which he/she receives compensation from the first day of the calendar
5 month following the date of the beginning of each employment with an employer until his/her
6 employment is terminated, subject to the provisions of this section. The years of creditable service
7 of an employee hired after the operative date who had attained the age of sixty (60) years at initial
8 employment shall be the number of years and completed months of service during which he/she
9 receives compensation from October 1, 1988, and hereafter, from the first day on or after October
10 1, 1988, of the beginning of each employment with an employer until his/her employment is
11 terminated. No creditable service shall be granted for any period of employment before October
12 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable
13 service for prior employment shall be granted an employee who becomes a member after April 1,
14 1960, unless he/she was employed by an employer on April 1, 1960.

15

16 A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below
17 shall be considered as additional creditable service for calculation of retirement benefits under any
18 provision of this ordinance:

19

20 (a) Sick leave hours considered as creditable service for the purpose of determining
21 eligibility for retirement benefits, and

22

1 (b) Sick leave hours paid to the member upon termination of his/her employment, and

2
3 (c) Sick leave hours used in determining final average compensation.
4

5 **SECTION 29.**

6 **SEVERABILITY**

7
8 The sections of this ordinance shall be severable. In the event that any section of this
9 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of this
10 ordinance are valid, unless the court finds the valid sections of the ordinance are so essential and
11 inseparably connected with and dependent upon the void section that it cannot be presumed that
12 the Aldermen would have enacted the valid sections without the void ones, or unless the court
13 finds that the valid sections standing alone are incomplete and are incapable of being executed in
14 accordance with the legislative intent.
15

16 **SECTION 30.**

17 **REPEAL OF PREVIOUS ORDINANCES**

18
19 *Ordinance 69189 and 69617* and all other ordinances or amendments, or parts thereof
20 conflicting with the provisions of this ordinance are hereby repealed.
21

22 **SECTION 31.**

1 **EMERGENCY CLAUSE**

2
3 This ordinance being deemed necessary for the immediate preservation of the public peace,
4 health and safety is declared to be an emergency ordinance pursuant to Article IV, Section 19 and
5 20 of the City Charter.
6

7 **INDEX TO COMPENSATION ORDINANCE**

8
9 This index is for general reference purposes and may not reference all provisions of this
10 ordinance. For complete scope refer to specific provisions of this ordinance.
11

	SECTION(S)
12	
13	Alphabetical List of Classes1
14	Changes to Classification Plan.....11
15	Codes for Classes1
16	Compensatory Time15, 16
17	For Overtime15
18	In Lieu of Holiday.....16
19	Maximum Balance15
20	Continuous Service7, 17
21	For Salary Increase7
22	For Vacation.....17

1	Conversion to New Pay Schedule.....	9
2	Death Benefit	24
3	Deferred Compensation	27
4	Disability Leave	25
5	Education Assistance	21
6	Holidays	16
7	Hours of Work	14
8	Insurance Benefits.....	23
9	Jury Leave.....	26
10	Leaves of Absence	22
11	Emergency	22(d)
12	Excepted Positions, Coverage of	22(c)
13	Family/Medical.....	22
14	Forced	22(f)
15	Medical Leave.....	19
16	Military Leave.....	20
17	Minimum Hours of Work	14
18	Overtime (OVTM).....	1, 15
19	Payroll.....	12, 13
20	Retirement.....	28
21	Severability	29
22	Sick Leave.....	18

1	Vacation	17
2	Workers' Compensation	25
3		
4	Approved:	

BOARD BILL NUMBER 240

FISCAL NOTE

Preparer's Name Tara Rick, Executive Director for Operations

Phone Number or Email Address (will be available publicly) trukat@stlouis-mo.gov

Bill Sponsor Alderwoman Carol Howard

Bill Synopsis:	A compensation ordinance for all employees in the Office of the Medical Examiner.
Type of Impact:	Governs all wages and benefits for Medical Examiner employees.
Agencies Affected:	Office of the Medical Examiner

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? ___ Yes ___ No
- An undertaking of a new service for which no funding is provided in the current adopted city budget? ___ Yes ___ No
- A commitment of city funding in the future under certain specified conditions? ___ Yes ___ No
- An issuance of bonds, notes and lease-purchase agreements which may require additional funding beyond that approved in the current adopted city budget? ___ Yes ___ No
- An execution or initiation of an activity as a result of federal or state mandates or requirements? ___ Yes ___ No
- A capital improvement project that increases operating costs over the current adopted city budget? ___ Yes ___ No
- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? ___ Yes ___ No

If the answer is yes to any of the above questions, then a fiscal note must be attached to the board bill. Complete Section B of the form below.

SECTION B

- Does the bill require the construction of any new physical facilities? Yes No

- If yes, describe the facilities and provide the estimated cost:

- Is the bill estimated to have a direct fiscal impact on any city department or office? Yes No

- If yes, explain the impact and the estimated cost:

- Does the bill create a program or administrative subdivision? Yes No

- If yes, then is there a similar existing program or administrative subdivision?

- Yes No

- If yes, explain the how the proposed programs or administrative subdivisions may overlap:

- Describe the annual operating, equipment, and maintenance costs that would result from the proposed bill, as well as any funding sources:

N/A

Complete the chart below to list the total estimated expenditures required of the City resulting from the proposed board bill and any estimated savings or additional revenue.

Financial Estimate of Impact on General Fund			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	See Attached	See Attached	See Attached
Additional Revenue	See Attached	See Attached	See Attached
Net	See Attached	See Attached	See Attached
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	See Attached	See Attached	See Attached
Additional Revenue	See Attached	See Attached	See Attached
Net	See Attached	See Attached	See Attached

- Describe any assumptions used in preparing this fiscal note:

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

- Have the financial estimates of this bill been verified by the City Budget Division?
 Yes No
 - If yes, by whom? Budget Director

Medical Examiner

Estimated Costs of Proposed Pay Plan Provisions – Based on 13 full time employees

	FY20/21	FY21	FY22
FY20 \$1000 (1)	13,000	\$ -	\$ -
FY21 Merit Increase @3% (2)	9,269	18,538	18,538
FY21 Merit Increase @3% (2)	\$ -	\$ -	19,094

NOTES (1) One-time bonus based on number of filled positions as of FY19/20 YE

NOTES (2) pay increase July 1 which is ½ year for our fiscal year

1 **Board Bill No. 38**

Introduced by Alderman Thomas Villa

2

3 An ordinance to regulate employer and employee working relationships between the City
4 of St. Louis and all employees under the Medical Examiner’s Office, including a compensation
5 plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a
6 Deferred Compensation Plan; repealing Ordinance 69193; allocating certain other employees to
7 a grade with rate; and including an emergency clause. The provisions of the sections contained
8 in this ordinance shall be effective with the start of the first pay period following approval by the
9 Mayor.

10

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
17 Medical Examiner’s Office with bi-weekly rates are hereby allocated as listed below in
18 accordance with the classification plan by the Chief Medical Examiner to a grade and overtime
19 code in the following section with rates established in Section 2 of this ordinance.

20

21

22

23

St. Louis City Ordinance 70019

		GRADE/			
	TITLE	CODE	SCHEDULE	OVTM	
1					
2					
3	Administrative Assistant I	1621	13	G	3
4	Administrative Assistant II	1622	14	M	1
5	Administrative Assistant III	1623	15	M	1
6	Administrative Secretary	1137	13	G	3
7	Autopsy Technician I	5411	10	G	3
8	Autopsy Technician II	5412	11	G	3
9	Autopsy Technician III	5413	12	G	3
10	Autopsy Technician Supervisor	5414	13	G	3
11	Clerical Supervisor	1115	13	G	2
12	Clerk I	1112	8	G	3
13	Clerk II	1113	9	G	3
14	Clerk Typist I	1121	8	G	3
15	Clerk Typist II	1122	9	G	3
16	Clerk Typist III	1123	10	G	3
17	Computer Operations Supervisor	1327	13	M	1
18	Computer Operator I	1323	10	G	3
19	Computer Operator II	1324	11	G	3
20	Computer Programmer I	1331	13	G	3
21	Computer Programmer II	1332	14	G	3
22	Custodian/Courier	3711	7	G	3
23	Custodian (Lead)	3712	8	G	3

St. Louis City Ordinance 70019

1	Document Specialist I	5643	11	G	3
2	Document Specialist II	5644	12	G	3
3	Executive Assistant to the Chief Medical Examiner	1735	18	M	1
4	Executive Director for Operations	1736	23	M	1
5	Executive Secretary to the Chief Medical Examiner	1136	14	G	3
6	Forensic Office Administrator I	1621	19	M	3
7	Forensic Office Administrator II	1622	20	M	1
8	Forensic Office Administrator III	1623	22	M	1
9	Medical Transcriptionist	1122	12	G	3
10	Medicolegal Investigation Supervisor	2355	17	M	2
11	Medicolegal Investigator I	2351	13	G	3
12	Medicolegal Investigator II	2352	14	G	3
13	Medicolegal Investigator III	2353	16	G	3
14	Medicolegal Investigator IV	2354	17	G	3
15	Morgue Attendant	5410	8	G	3
16	Record File Clerk	1111	9	G	3
17	Secretary	1132	10	G	3
18	Typist Clerk I	1121	8	G	3
19	Typist Clerk II	1122	9	G	3
20	Typist Clerk III	1123	10	G	3
21	Telephone Operator	1161	6	G	3
22	X-ray Technician	5441	11	G	3
23	Intern – Level 1	9991	00	I	3

May 1, 2015

Page 3 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

1	Intern – Level 3	9992	00	I	3
2	Intern – Level 3	9993	00	I	3
3	Intern – Level 4	9994	00	I	3
4	Intern – Level 5	9995	00	I	3
5	Intern – Level 6	9996	00	I	3

6
7

SECTION 2

OFFICIAL PAY SCHEDULE FOR MEDICAL EXAMINER GRADES

10

11 The Chief Medical Examiner recommends pay schedules for all pay grades denoted in
12 Section 1(a) of the classification plan prepared and adopted by management. The official pay
13 schedules and their corresponding salary ranges as hereby adopted in this Section 2 are as
14 follows: (a) – General and Management Schedule.

15

16 **(a) GENERAL AND MANAGEMENT PAY SCHEDULE:**

17

18 (1) The following bi-weekly pay schedule for all pay grades denoted with the suffix
19 "G" or "M" shall become effective beginning with the bi-weekly pay period following the
20 effective date of this ordinance.

21

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22

<u>BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS</u>		
<u>GRADE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
5	713	1070
6	773	1163
7	840	1264
8	912	1374
9	989	1492
10	1074	1625
11	1169	1768
12	1270	1923
13	1400	2124
14	1605	2436
15	1839	2796
16	2110	3207
17	2421	3684
18	2777	4230
19	3189	4858
20	3662	5580
21	3951	6024
22	4263	6503
23	4601	7021

St. Louis City Ordinance 70019

1 (2) The following bi-weekly pay schedule for all pay grades denoted with the suffix
2 "G" or "M" shall become effective beginning with the bi-weekly pay period starting June 14,
3 2015.

4

5

BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS

Grade	5	6	7	8	9	10	11	12	13
Step									
1	713	773	840	912	989	1074	1169	1270	1400
2	724	785	853	926	1004	1090	1187	1289	1421
3	735	796	865	940	1019	1106	1204	1308	1442
4	746	808	878	954	1034	1123	1222	1328	1464
5	757	820	892	968	1050	1140	1241	1348	1486
6	768	833	905	982	1065	1157	1259	1368	1508
7	780	845	918	997	1081	1174	1278	1389	1531
8	791	858	932	1012	1098	1192	1297	1410	1554
9	803	871	946	1027	1114	1210	1317	1431	1577
10	815	884	960	1043	1131	1228	1337	1452	1601
11	827	897	975	1058	1148	1246	1357	1474	1625
12	840	911	989	1074	1165	1265	1377	1496	1649
13	852	924	1004	1090	1182	1284	1398	1518	1674
14	865	938	1019	1107	1200	1303	1419	1541	1699
15	878	952	1035	1123	1218	1323	1440	1564	1724
16	891	966	1050	1140	1236	1343	1462	1588	1750
17	905	981	1066	1157	1255	1363	1483	1612	1777
18	918	996	1082	1175	1274	1383	1506	1636	1803
19	932	1011	1098	1192	1293	1404	1528	1660	1830

St. Louis City Ordinance 70019

20	946	1026	1115	1210	1312	1425	1551	1685	1858
21	960	1041	1131	1228	1332	1447	1574	1711	1886
22	975	1057	1148	1247	1352	1468	1598	1736	1914
23	989	1073	1166	1265	1372	1490	1622	1762	1943
24	1004	1089	1183	1284	1393	1513	1646	1789	1972
25	1019	1105	1201	1304	1414	1535	1671	1815	2001
26	1035	1122	1219	1323	1435	1558	1696	1843	2031
27	1050	1138	1237	1343	1457	1582	1722	1870	2062
28	1066	1155	1256	1363	1478	1605	1747	1898	2093
29	1082	1173	1274	1384	1501	1629	1774	1927	2124
30	1098	1190	1294	1404	1523	1654	1800	1956	2156

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Grade	14	15	16	17	18	19	20	21	22	23
Step										
1	1605	1839	2110	2421	2777	3189	3662	3951	4263	4601
2	1629	1867	2142	2457	2819	3237	3717	4010	4327	4670
3	1654	1895	2174	2494	2861	3285	3773	4070	4392	4740
4	1678	1923	2206	2532	2904	3335	3829	4131	4458	4811
5	1703	1952	2239	2570	2947	3385	3887	4193	4525	4883
6	1729	1981	2273	2608	2992	3435	3945	4256	4592	4957
7	1755	2011	2307	2647	3036	3487	4004	4320	4661	5031
8	1781	2041	2342	2687	3082	3539	4064	4385	4731	5106
9	1808	2072	2377	2727	3128	3592	4125	4451	4802	5183
10	1835	2103	2413	2768	3175	3646	4187	4518	4874	5261
11	1863	2134	2449	2810	3223	3701	4250	4585	4947	5340
12	1891	2166	2485	2852	3271	3756	4314	4654	5022	5420
13	1919	2199	2523	2895	3320	3813	4378	4724	5097	5501

St. Louis City Ordinance 70019

14	1948	2232	2561	2938	3370	3870	4444	4795	5173	5584
15	1977	2265	2599	2982	3421	3928	4511	4867	5251	5667
16	2007	2299	2638	3027	3472	3987	4578	4940	5330	5752
17	2037	2334	2678	3072	3524	4047	4647	5014	5410	5839
18	2067	2369	2718	3118	3577	4107	4717	5089	5491	5926
19	2098	2404	2758	3165	3630	4169	4787	5165	5573	6015
20	2130	2440	2800	3213	3685	4232	4859	5243	5657	6105
21	2162	2477	2842	3261	3740	4295	4932	5321	5742	6197
22	2194	2514	2884	3310	3796	4360	5006	5401	5828	6290
23	2227	2552	2928	3359	3853	4425	5081	5482	5915	6384
24	2260	2590	2972	3410	3911	4491	5157	5564	6004	6480
25	2294	2629	3016	3461	3970	4559	5235	5648	6094	6577
26	2329	2668	3061	3513	4029	4627	5313	5733	6185	6676
27	2364	2708	3107	3565	4090	4696	5393	5819	6278	6776
28	2399	2749	3154	3619	4151	4767	5474	5906	6372	6878
29	2435	2790	3201	3673	4213	4838	5556	5995	6468	6981
30	2472	2838	3255	3739	4293	4931	5664	6114	6600	7126

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(b) SHIFT DIFFERENTIAL: Shift differential shall be paid for certain work assignments. The Chief Medical Examiner shall determine the work assignments for which shift differential will be paid. The assignment or removal of an employee from a work assignment having a shift differential shall be determined by the appointing authority and will not constitute a promotion, demotion, advancement or reduction in pay. The shift differential shall be added to the employee's regular bi-weekly rate.

St. Louis City Ordinance 70019

1 (1) In order for an employee in Section 2(a) to be eligible for shift differential
2 compensation, the employee must work a shift that requires the completion of four (4) hours of
3 work between the hours of 4:00 p.m. and 8:00 a.m. the following morning. Employees who are
4 assigned to work schedules that require them to rotate among three shifts (day, evening, night)
5 on a bi-monthly or more frequent basis shall be eligible for shift differential compensation for all
6 three shifts worked.

7
8 For employees whose pay range is established in Section 2(a) the shift differential
9 premium shall be one percent (1%) of the employee's regular base bi-weekly rate for each
10 eligible shift worked in a bi-weekly pay period.

11
12 An employee whose pay range is established in Section 2(a) shall receive shift
13 differential for working a portion of an eligible shift, providing the portion of the shift not
14 worked is charged to paid leave. Shift differential shall only be paid for whole hours worked; a
15 fraction of an hour shall not be counted toward the payment of the differential.

16
17 (2) Except as otherwise provided in this ordinance, shift differential shall not be paid
18 to employees compensated on an hourly or per performance basis, or bi-weekly paid employees
19 who work part-time. Neither shall shift differential be paid to full-time regular employees
20 docked for any portion of an eligible shift.

21
22 (c) **WEEKEND DIFFERENTIAL:** When employees whose pay range is established in
23 Section 2(a) work on a Saturday and/or a Sunday they shall be eligible for weekend differential.

St. Louis City Ordinance 70019

1 This differential shall be one percent (1%) of an employee's base bi-weekly rate. An employee
2 shall receive weekend differential for working any portion of an eligible day. This differential
3 shall only be paid for whole hours worked, providing the portion of the day not worked is
4 charged to paid leave. Weekend differential shall not be paid to employees compensated on an
5 hourly or per performance basis or bi-weekly paid employees who work part-time. Neither will
6 the weekend differential be paid to full-time regular employees docked for any portion of a day
7 on which the differential would otherwise be paid.

8

9 **(d)** The Chief Medical Examiner may establish per performance rates of pay, hourly rates of
10 pay, or rates of pay for units of work and the conditions for making of any such payments. Such
11 per performance, hourly, or unit-of-work rates may be computed from the bi-weekly scales
12 established in this ordinance. Per performance, hourly, or unit-of-work rates shall be established
13 considering the nature of employment, community practices in compensating similar
14 employment, and the purpose of the program for which the rate is established. Employees paid
15 per performance, hourly, or unit-of-work rates of pay shall not be entitled to vacation, medical
16 leave or holiday leave with pay or other benefits accorded employees paid a bi-weekly rate
17 except that an appointing authority, with the prior approval of the Chief Medical Examiner, and
18 when sufficient funds have been appropriated for the fiscal year, may establish a modified level
19 or type of benefit program when the provision of such benefit is needed in order to attract and
20 retain sufficiently qualified employees to work in specific per performance, hourly, or unit-of-
21 work assignments.

22

St. Louis City Ordinance 70019

1 The Chief Medical Examiner is not permitted to utilize per performance and hourly
2 employees as a method of replacing bi-weekly rate employees who would be entitled to
3 employee benefits. Therefore, per performance and hourly employees will be limited to work an
4 equivalent of ten (10) months of full time employment (1,733 hours) per year.

5
6 (e) The Chief Medical Examiner may establish trainee rates of pay. Such trainee rates may
7 be established on an hourly, per performance or bi-weekly basis and shall be less than the rate
8 paid to a regular employee.

9
10 (f) The Chief Medical Examiner, may establish rates and conditions under which
11 compensation may be granted for periods of time during which an employee is away from the
12 job site but restricted in his/her activities because of an assignment by the Chief Medical
13 Examiner to be available for a call to return to the work site to perform emergency duties. Pay
14 rates and conditions established under the provisions of this Section 2(l) may include reasonable
15 minimum pay guarantees for employees required to return to the work site to perform emergency
16 duties. The provisions of this *Section 2(l)* shall not be construed to restrict the right of the
17 Medical Examiner to establish call back procedures for employees as an established condition of
18 employment.

19
20 (g) The Chief Medical Examiner may authorize payment of special recruitment bonuses,
21 travel, moving and related expenses to recruit employees for positions when funds for this
22 purpose are appropriated to the Office of the Medical Examiner.

23

St. Louis City Ordinance 70019

1 **(h)** The Chief Medical Examiner may approve the payment of hiring incentives to current
2 employees to recruit qualified personnel for positions that are difficult to fill. Hiring incentives
3 shall be in any amount up to twenty-five percent (25%) of the annual salary of the position for
4 which the recruitment is made.

5
6 **(i)** (1) The Chief Medical Examiner may establish cash awards or other incentives for an
7 employee or group of employees to recognize and reward increased productivity or
8 effectiveness. The incentives offered may include cash, paid time off, and such other reasonable
9 incentives as the Chief Medical Examiner may determine. Cash awards shall be made from the
10 personal services appropriation of the unit, the account from which the employee's salary is paid
11 or from a general appropriation for this purpose.

12
13 (2) The Chief Medical Examiner may establish a program of cash awards or other
14 incentives, not to exceed ten percent (10%) of annual salary, paid as an addition to pay, for the
15 purpose of providing additional compensation for employees who are fluent in a foreign
16 language and who use this skill in the necessary and regular recurring performance of the duties
17 of their position. Cash awards shall be made from the personal services appropriation of the unit,
18 the account from which the employee's salary is paid or from a general appropriation for this
19 purpose. Cash awards and incentives under this program shall be made in accordance with
20 guidelines established by the Chief Medical Examiner.

21

St. Louis City Ordinance 70019

1 (3) Notwithstanding any other provision in this ordinance, the Chief Medical
2 Examiner is authorized to extend the maximum of the pay ranges by up to twenty-five percent
3 (25%) for the purpose of compensating positions which are extremely hard to fill.

4
5 (4) The Chief Medical Examiner may provide an Employee Suggestion Program,
6 which grants cash and other awards to recognize employee suggestions, which improve City
7 services, operations or facilities. Cash awards to employees for suggestions resulting in tangible
8 savings to the City shall not exceed ten percent (10%) of the annual tangible net savings. Cash
9 awards and payments for other awards shall be made from an appropriation for a suggestion
10 program or other appropriate account. Additionally, cash awards for suggestions shall be
11 granted as an addition to pay, which does not change an employee’s bi-weekly rate. The
12 Employee Suggestion Program shall be administered in accordance with regulations established
13 by the Chief Medical Examiner. The Chief Medical Examiner may establish an authority to
14 evaluate suggestions and determine awards; the decisions of this authority shall be final.

15
16 (j) An employee who is appointed to a position requiring advanced technical skills or
17 professional qualifications may be paid at a higher rate than prescribed for the class in Section 2
18 of this ordinance on recommendation of the manager/supervisor with the prior approval of the
19 Chief Medical Examiner. Such advancement shall be made solely on the basis that the employee
20 possesses exceptional academic qualifications related to the duties of the position or that the
21 employee is registered or certified by an organization or board recognized by the Chief Medical
22 Examiner to be especially suited, considering the duties of the position, and when such academic

St. Louis City Ordinance 70019

1 qualification, registration, or certification is not deemed a necessary qualification for the class of
2 position.

3
4 The Chief Medical Examiner may also establish other bonus, incentive, or reimbursement
5 programs to encourage current employees to attain registration, licensure, certification, or proof
6 of professional mastery when it is deemed to be in the best interest of the Medical Examiner's
7 Office, or when such credentials are clearly recognized as adding to the capability of individuals
8 in that area. Incentives, bonuses, or reimbursements awarded under such programs do not result
9 in an employee being ruled ineligible for bonuses or salary increases permitted under other
10 sections of this pay ordinance.

11
12 **(k)** The Chief Medical Examiner may establish a program to reimburse, in whole or in part,
13 expenses incurred by employees for the purchase of uniform apparel required in the performance
14 of the duties of their positions, when funds have been budgeted therefore.

15
16 The Chief Medical Examiner may exercise the option to furnish such uniform as may be
17 required in the employee's performance of his/her duties.

18
19 The Chief Medical Examiner may establish regulations relating to employees' eligibility
20 for reimbursement for uniforms.

21
22 Further, when funds have been budgeted therefore, the Chief Medical Examiner may
23 authorize reimbursement to uniformed investigative or autopsy room employees of up to fifty

St. Louis City Ordinance 70019

1 dollars (\$50) per incident for damage to personal property sustained while the employee was
2 directly engaged in performing assigned and/or authorized duties during a shift.

3

4 **(I)** (1) Contingency assignment differential will be paid for certain assignments when
5 immediate position coverage is needed for any unexpected reason (*e.g.* death, forced leave,
6 emergency illness, etc.) in a higher pay grade, and shall be granted at the onset of the
7 assignment, not to extend more than one pay period. The Chief Medical Examiner will
8 determine the assignments for which Contingency Assignment Differential will be paid. The
9 assignment of an employee to said assignment having a contingency assignment differential will
10 be determined by the Chief Medical Examiner and will not constitute a promotion or
11 advancement in pay. In addition, the removal of an employee from said assignment shall not
12 constitute a demotion or reduction in pay. The Chief Medical Examiner will review the
13 qualifications of the employee being considered for the assignment to determine if they meet the
14 necessary minimum qualifications for the position being considered.

15

16 For an employee whose pay range is established in Section 2(a) with the prior approval of
17 the Chief Medical Examiner, the contingency assignment differential will be ten percent (10%)
18 of the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly
19 period worked or one percent (1%) of the employee's regular base bi-weekly rate for each shift
20 assignment covered, not to exceed one (1) pay period.

21

22 (2) Temporary assignment differential will be paid for certain assignments when a
23 vacancy exists for any reason (*e.g.* separations, terminal vacation, leave of absence, military

St. Louis City Ordinance 70019

1 leave, etc.) in a position with a higher pay grade, and shall be granted for at least one (1) pay
2 period but not more than thirteen (13) pay periods, and offset by any days that the employee by
3 reason of absence is not fulfilling the assignment. The Chief Medical Examiner will determine
4 the assignments for which the temporary assignment differential will be paid. The assignment or
5 removal of an employee from said assignment having a temporary assignment differential will be
6 determined by the Chief Medical Examiner and will not constitute a promotion, demotion,
7 advancement, or reduction in pay. The intended employee must meet the minimum
8 qualifications for the position to be assigned. The temporary assignment differential shall be
9 computed as an addition to pay and not affect the employee's regular bi-weekly rate.

10

11 For an employee whose pay range is established in Section 2(a) with the prior approval of
12 the Chief Medical Examiner, the temporary assignment differential will be ten percent (10%) of
13 the employee's regular base bi-weekly rate added as an addition to pay for each bi-weekly period
14 worked, not to exceed thirteen (13) pay periods. The Chief Medical Examiner may require the
15 establishment of a department policy on temporary assignment differential pay and must sign off
16 on the policy prior to authorizing temporary assignment differential.

17

18 (m) City employees who are required by the Chief Medical Examiner to routinely use their
19 personal vehicle in the performance of their duties shall be compensated by receiving a vehicle
20 maintenance and use allowance of two-hundred seventy dollars (\$270.00) per month.

21

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SECTION 3

23

SUBSISTENCE AND MAINTENANCE CHARGES

May 1, 2015

Page 16 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

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Except as otherwise provided in this ordinance, a deduction shall be made on the payroll or a cash charge shall be collected for subsistence and maintenance provided to employees at a rate to be determined by the employee's department or agency head and the Comptroller of the City of St. Louis. The department or agency head shall establish reasonable charges or deductions which have been calculated and assessed with due consideration for all identifiable costs, including labor and overhead, but shall not exceed the actual cost of the items to the City. When the Chief Medical Examiner determines that the duties and responsibilities of a position require an employee to occupy a room or apartment, there shall be no charge for such accommodations.

SECTION 4
SALARY RANGE LIMITATIONS

No employee in the Medical Examiner's Office shall be paid at a rate lower than the minimum or higher than the maximum of the salary range established for the class to which his/her position has been allocated, except as otherwise provided in this ordinance.

SECTION 5
STARTING SALARY

(a) The rate of pay for an excepted position to be paid upon original appointment to the class shall be determined by the Chief Medical Examiner for the excepted position.

St. Louis City Ordinance 70019

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(b) Except as otherwise provided in this ordinance, the minimum rate of pay for a position shall be paid upon original appointment to the class unless the Chief Medical Examiner finds that it is difficult to secure the services of persons with minimum qualifications or experienced qualified persons at the minimum rate.

The Chief Medical Examiner may establish a recruitment rate for a single position or all positions in a class and authorize employment at an amount above the minimum but within the regular range of salary established for the class. When a recruitment rate is established for an entire class, employees already in such class may have their salaries adjusted to appropriate rates in the new range resulting from the establishment of the recruitment rate.

In the event that the Chief Medical Examiner finds that it is difficult to secure the services of sufficient numbers of employees for a class or occupational series after a diligent recruitment effort, the Chief Medical Examiner may establish a new maximum rate for the class(es) which is not more than twenty-five percent (25%) above the maximum established in this ordinance.

(c) Employees with permanent status who are eligible for reemployment as determined by the Rules of the Department of Personnel shall be reemployed at an appropriate rate within the new salary range which takes into consideration the employee's prior service in the position, as determined by the Chief Medical Examiner.

St. Louis City Ordinance 70019

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(2) Temporary Promotion: When an employee, whose salary range is established in Section 2(a) is certified and temporarily promoted to a vacant position, for a limited duration, the employee's current salary shall be adjusted as provided in Paragraph (a)(1) of this Section. Upon expiration of the temporary promotion, the employee shall be returned to his/her former rate of pay, adjusted by any increases the employee would have received in the absence of the temporary promotion. In no case shall the employee's salary be above the maximum of the salary range, unless otherwise provided for in this ordinance.

(b) Demotion: This shall be defined as a change of an employee in the Medical Examiner's Office from a position of one class to a position of another class which has a lower pay grade and a lower starting minimum salary.

(1) If an employee is demoted for disciplinary reasons in accordance with the Rules of the Medical Examiner's Office and established disciplinary procedures, his/her rate of pay shall be established at a rate within the range for the new position which is at least five percent (5%) lower than the rate received immediately prior to the demotion or reduced to the nearest step which is at least five percent (5%) lower than the rate received immediately prior to the demotion, except no employee shall be reduced below the minimum of the range unless otherwise provided for in this ordinance. The amount of the reduction shall be determined by the Chief Medical Examiner.

St. Louis City Ordinance 70019

1 (2) If an employee accepts a voluntary demotion, his/her current rate of pay shall be
2 reduced within the range for the new position which is five percent (5%) lower, to the closest
3 step, than the rate received immediately prior to demotion, except that employees who are in a
4 working test period and demote to their previous class of position or pay grade, will return to the
5 rate or step received immediately prior to the promotion, plus any adjustments as otherwise
6 provided in this ordinance. No employee shall be paid less than the minimum nor more than the
7 maximum rate for the new class of position, except as otherwise provided in this ordinance.

8
9 (3) When an employee is demoted for reasons in the best interest of the Medical
10 Examiner Office as determined by the Chief Medical Examiner, his/her salary may be reduced
11 by reason of the new salary range and grade with the prior approval of the Chief Medical
12 Examiner. If the salary of such employee is above the maximum for the new position the
13 employee's salary shall not be increased so long as he/she remains in the position, except as
14 otherwise provided by this ordinance.

15
16 (c) Reallocation:

17
18 (1) If the employee's position is reallocated to a class in a lower pay grade and the
19 employee's rate of pay for the previous position is within the salary range of the new position,
20 his/her salary shall remain unchanged or adjusted to the closest step provided the employee's rate
21 of pay shall not be reduced.

22

St. Louis City Ordinance 70019

1 (a) Competitive positions for which salary is established in Section 2(a) - General and
2 Management Schedule;

3
4 (1) Any employee whose salary is established in Section 2(a) – General and
5 Management Pay Schedules, may receive a service rating in accordance with the City’s Service
6 Rating Manual. The rating together with the standards of performance established in the rating
7 manual shall determine eligibility for a two percent (2%) or in the second year, a one step within-
8 range (merit) increase at intervals as outlined in the City’s Service Rating Manual or other pay
9 regulation(s) or ratings as determined by the Chief Medical Examiner.

10
11 (2) A non-exempt (Overtime Code 3 or 4) employee whose pay is established in
12 Section 2(a) of this ordinance who receives an Overall Rating of “Unsuccessful” as defined by
13 the City’s Service Rating Manual, shall have his/her salary reduced as determined by the
14 standards established in the City’s Service Rating Manual, but not less than the minimum of the
15 pay grade range.

16
17 (b) As used in this ordinance, "anniversary date" means the date following fifty-two (52)
18 weeks of continuous service from the date of original appointment or from the date of the last
19 salary adjustment, if other than a temporary reduction in pay for disciplinary reasons, a demotion
20 or an across-the-board ordinance increase, an increase resulting from an authorized incentive
21 program, or an upgrade of the classification concurrent with adoption of the ordinance. Absence
22 from service as a result of any authorized paid leave, suspensions, military leave, or
23 family/medical leave will not interrupt continuous service. Absence from service for any other

St. Louis City Ordinance 70019

1 cause shall result in breaking continuity of service and establishment of a new anniversary date,
2 except as otherwise provided in this ordinance. The Chief Medical Examiner may authorize
3 different anniversary dates for an employee or groups of employees.

4
5 (c) The Chief Medical Examiner may evaluate the performance of an employee whose salary
6 is established in Section 2(a) of this ordinance for the purpose of a salary adjustment only at
7 intervals as described above except in the case of:

8

9 (1) Exceptional performance of duties:

10

11 With the prior approval of the Chief Medical Examiner may advance the salary of an
12 employee who demonstrates exceptional performance of duties after serving twenty-six (26)
13 weeks of employment at the same rate in the salary range by not more than ten percent (10%) or
14 to the closest step in the pay range which provides not more than a ten percent (10%) increase;
15 this may be in addition to any merit increase received.

16

17 (2) Substandard performance of duties:

18

19 The Chief Medical Examiner may reduce the salary of an employee whose level of
20 performance is significantly diminished and no longer warrants payment at the current rate
21 within the range as provided in the City's Service Rating Manual; providing the employee's
22 salary is above the minimum of the range, established in Section 2(a) and allocated to Overtime
23 Code 3 or Overtime Code 4.

St. Louis City Ordinance 70019

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The granting of any such increase or decrease in salary shall be made at the beginning of a payroll period, as determined by the Chief Medical Examiner, following approval of such salary action.

(d) The Chief Medical Examiner may approve adjustments to correct or mitigate serious and demonstrable internal pay inequities. Salary adjustments under this provision shall preclude adjustments to compensate or reward employees for long-term or meritorious service.

(e) The pay of any employee may be decreased as a disciplinary action by the Chief Medical Examiner to a lower rate. Any such decrease shall be made in accordance with the established disciplinary procedures. The decrease shall not be greater than fifteen percent (15%) of the current salary rate. The decrease may be below the minimum of the pay range for the class. The appointing authority may determine the pay decrease shall be effective for a specific number of bi-weekly pay periods provided, however, that such decrease shall not be effective for more than thirteen (13) bi-weekly pay periods.

(f) An employee who is temporarily promoted shall be eligible for within range salary adjustments under provisions of this Section 7.

(g) The Chief Medical Examiner may approve a within range salary adjustment or other incentives to retain employees in positions that are difficult to fill, or because of their unique requirements. Said adjustment may only be granted once during a twenty-six (26) week period.

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SECTION 8
INCOME SOURCES

Any salary paid to an employee in the Medical Examiner’s Office shall represent the total remuneration for the employee, excepting reimbursements for official travel and other payments specifically authorized by ordinance. No employee shall receive remuneration from the City in addition to the salary authorized in this ordinance for services rendered by the employee in the discharge of the employee's ordinary duties, of additional duties which may be imposed upon the employee, or of duties which the employee may undertake or volunteer to perform.

Whenever an employee not on an approved paid leave works for a period less than the regularly established number of hours a day, days a week or days bi-weekly, the amount paid shall be proportionate to the hours in the employee's normal work week and the bi-weekly rate for the employee's position. The payment of a separate salary for actual hours worked from two (2) or more departments, divisions or other units of the City for duties performed for each of such agencies is permissible if the total salary received from these agencies is not in excess of the maximum rate of pay for the class.

SECTION 9
CONVERSION

St. Louis City Ordinance 70019

1 **(a)** Pay schedules in Sections 2(a) and 2(b) in Ordinance 69193 shall continue in effect until
2 the beginning of the first bi-weekly pay period starting after the effective date of this ordinance,
3 and the rates to be paid to employees in positions of any classes for which a rate is established or
4 changed in Section 2(a) and 2(b) of this ordinance shall become effective and be adjusted (if
5 necessary) as follows:

6
7 (1) The salary of each employee whose pay range is established in Section 2(a) or
8 2(b) of this ordinance whose class has been allocated to a higher pay grade in the appropriate pay
9 schedule as determined by the Chief Medical Examiner shall have their current salary increased
10 to a rate, rounded to the nearest whole dollar, which is not less than but is closest to a rate which
11 is five percent (5%) higher than the rate received immediately prior to promotion, but not less
12 than the minimum of the pay range, whichever is the greater.

13
14 (2) The salary of each employee whose pay range is established in Section 2(a)(2)
15 and 2(b)(2) of this ordinance shall upon June 14, 2015 be placed in the matrix according to the
16 respective pay grades at the step that is closest to their current salary. If an employee's salary is
17 between steps, the employee's salary shall be placed at the higher step.

18
19 **(b)** No employee shall be reduced in salary by reason of the adoption of the new pay
20 schedules in this ordinance.

21
22 **(c)** The salary of an employee serving in a trainee position, which remains above the new
23 trainee rate for his/her position, shall remain unchanged.

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(d) The Chief Medical Examiner may establish a special conversion procedure for a class or position in the event that the Director determines that a serious inequity would be created by the application of the conversion procedures established in this Section 9.

(e) The Chief Medical Examiner shall establish such procedures as needed to place this ordinance into effect and interpret its provisions.

SECTION 10
PAYMENT OF SALARIES

All compensation for positions in the Medical Examiner’s Office shall be paid bi-weekly. The Chief Medical Examiner and Comptroller shall establish the procedure for listing employees on the various payrolls. The payment due each employee for service, except as otherwise provided, shall be made not later than sixteen (16) days after the end of the bi-weekly pay period. In the event that an employee is dismissed or has been employed for occasional or emergency work, the Comptroller may immediately pay the employee upon termination of service without waiting for the regular bi-weekly pay date of the Department, Division, Section, Office, Agency, Board or Commission where the employee worked.

SECTION 11
CHANGES TO CLASSIFICATION PLAN

St. Louis City Ordinance 70019

1 Whenever the Chief Medical Examiner finds it necessary to add a new class to the
2 classification plan, the Chief Medical Examiner shall allocate the class to an appropriate grade
3 and schedule in this ordinance and notify the Board of Aldermen of this action.

4

5 Whenever the Chief Medical Examiner finds it necessary to change the overtime code of
6 an existing class within the classification plan, the Chief Medical Examiner shall change the
7 overtime code and notify the Board of Aldermen of this action.

8

9 Whenever the Chief Medical Examiner finds it necessary to change the pay schedule of
10 an existing class within the classification plan, the Chief Medical Examiner shall allocate the
11 class to the appropriate schedule in this ordinance and notify the Board of Aldermen of this
12 action.

13

14 The pay grade allocated to a class of position within the classification plan shall remain
15 unchanged for the duration of the existing compensation ordinance. Whenever the Chief
16 Medical Examiner considers it necessary to change the pay grade of an established class of
17 position, such adjustment can only be made concurrent with the adoption of a new compensation
18 ordinance. Recommendation for the allocation of a new pay grade shall be made by the Chief
19 Medical Examiner for final approval by the Board of Aldermen.

20

21

SECTION 12

22

PAYROLL FORMS

23

1 The Chief Medical Examiner shall prescribe forms on which subordinate managers shall
2 certify to the fact that a vacancy exists in a lawfully created position and to the lawful
3 appointment of a person to fill the position. The Chief Medical Examiner shall indicate on these
4 forms the proper allocation of the position and the rate at which payment is to be made. When
5 approved by the Chief Medical Examiner and submitted to the Comptroller, these forms shall
6 constitute authorization for the initial placing of a person's name on the payroll. The
7 Comptroller shall not authorize any change in the rate of pay of an individual on the payroll
8 unless approved by the Chief Medical Examiner. The Comptroller shall provide the Chief
9 Medical Examiner with a copy of each payroll audited and found correct within twenty-one (21)
10 days after audit and approval of the payroll by the Comptroller's Office.

11

SECTION 13

12

CERTIFICATION OF PAYROLL

13

14

15 The Chief Medical Examiner shall certify on each payroll or a subsidiary document that
16 each person whose name appears on the payroll has been lawfully appointed at a salary provided
17 by this ordinance and that the employee has actually worked the time for which he/she will be
18 paid, subject to the provisions of this ordinance governing hours of work and leaves of absence
19 in the Medical Examiner's Office.

20

SECTION 14

21

MINIMUM WORK HOURS

22

23

St. Louis City Ordinance 70019

1 The Chief Medical Examiner shall establish procedures to assure that the employees
2 under his/her supervision are actively engaged in the performance of the duties of their positions
3 in accordance with the provisions of this section.

4
5 Each manager/supervisor shall submit to the Chief Medical Examiner the work schedule
6 established for each position in the work unit. Work schedule reports shall be submitted upon
7 request of the Chief Medical Examiner or whenever the manager/supervisor proposes to change
8 the permanent work schedule of a position. The work schedule submitted by the
9 manager/supervisor shall constitute the normal work schedule for the position when approved by
10 the Chief Medical Examiner.

11
12 All employees in the Medical Examiner’s Office shall be in attendance at their work in
13 accordance with schedules established under the provisions of this Section 14, subject to other
14 provisions of this ordinance with respect to hours, holidays, vacation, medical leave, furloughs,
15 sick leave, military leave, and leaves of absence with or without pay.

16
17 **(a)** Employees whose salaries are established in Section 2(a): Forty (40) hours shall
18 constitute the average minimum required weekly hours of service in an employment cycle under
19 regular full-time employment for all City employees paid on a bi-weekly basis and occupying
20 positions in the Medical Examiner’s Office. The minimum daily and annual service required of
21 such employees shall be in proportion to the average minimum weekly hours established.

22

St. Louis City Ordinance 70019

1 pay under all but emergency conditions as described in Section 15(d) of
2 this ordinance.

3
4 2 These are supervisory, professional, and administrative classes that are
5 exempt from overtime compensation, but which the City compensates for
6 overtime at the straight (1.0x) time rate.

7
8 3 These are non-exempt classes that receive overtime compensation at the
9 one and one-half (1.5x) time rate.

10
11 Managers/Supervisors are prohibited from changing employee work schedules to avoid
12 the payment of overtime.

13
14 For purposes of determining overtime pay rates for non-exempt employees, the regular
15 hourly rate of pay shall be used.

16
17 Any employee in a class which has been allocated to Overtime Code 3 (non-exempt) in
18 this ordinance shall be compensated for overtime work in accordance with the provisions of this
19 section. Each manager/supervisor shall designate and submit to the Chief Medical Examiner the
20 official work week and schedule or work cycle for all non-exempt positions in the work unit.
21 The average number of scheduled hours in a bi-weekly pay period shall not be less than eighty
22 (80) for full-time employment.

23

St. Louis City Ordinance 70019

1 Whenever an Overtime Code 3 employee whose pay matrix is in Section 2(a) works
2 hours in excess of the maximum established for an official work week or work cycle, usually
3 forty (40) hours in a work week such hours shall be paid at the one-and-one-half time (1.5x) rate.
4 In addition to the actual hours worked, vacation, and compensatory time only shall count as
5 hours worked for the purpose of determining eligibility for overtime compensation.

6
7 **(a)** Any employee in a class which has been allocated to Overtime Code 2 in Section 1(a) of
8 this ordinance shall be compensated for overtime by granting the employee pay or compensatory
9 time off at the straight (1.0x) time rate. Each appointing authority shall designate and submit to
10 the Chief Medical Examiner the official work week or work cycle, which is usually forty (40)
11 hours, for all exempt (Code 2) positions in the work unit. Whenever a full-time employee in an
12 exempt (Code 2) position is directed by management, with the approval of the appointing
13 authority, to work hours in excess of the maximum established for an official work week or work
14 cycle it shall be considered overtime. In addition to the actual hours worked, vacation, and
15 compensatory time only shall count as hours worked for the purpose of determining eligibility
16 for overtime compensation. Straight time (1.0x) overtime shall be compensated at the
17 employee's regular hourly rate of pay, or by granting the eligible employee compensatory time
18 off at the rate of one (1) hour for each hour of overtime worked. The average number of
19 scheduled hours in a bi-weekly pay period shall not be less than eighty (80) for full-time
20 employment. The regular hourly rate of pay for an exempt (Code 2) bi-weekly paid employee
21 shall be determined by dividing the employee's regular bi-weekly rate of pay by the average
22 number of regularly scheduled hours of work in a bi-weekly pay period.

23

May 1, 2015

Page 34 of 68

Board Bill No. 38

Introduced by Alderman Thomas Villa

St. Louis City Ordinance 70019

1 (b) Part-time bi-weekly paid employees and employees paid on an hourly or per performance
2 basis shall be compensated for overtime work in accordance with the overtime provisions of this
3 section and with consideration for community practices in compensating similar employment.

4
5 (c) The Chief Medical Examiner may compensate Overtime Code 1 employees at the
6 straight-time (1.0x) rate, when both of the following conditions exist: 1) the Mayor of the City
7 of St. Louis declares an emergency due to serious and protracted conditions which threaten
8 continuous City Service, preservation of public peace, health, or safety, and 2) the Chief Medical
9 Examiner directs an employee or group of employees to work in excess of forty (40) hours per
10 week. The manager/supervisor shall maintain attendance records of the assignment(s) and
11 submit such records at the request of the Chief Medical Examiner.

12
13 (e) Employees who wish to use compensatory time earned in lieu of pay must make their
14 request in writing at least twenty-four (24) hours in advance of the day or days requested. The
15 manager/supervisor shall keep in mind the staffing needs of the department when granting time
16 off, but in any case time off will not be unreasonably denied.

17
18 Pay shall be the regular method of compensation for recorded overtime hours of work for
19 employees in classes with Overtime Code 3. However, a manager/supervisor shall compensate a
20 non-exempt bi-weekly paid employee for overtime work by granting the employee compensatory
21 time off in lieu of pay only if the employee requests compensatory time, in writing.

22

St. Louis City Ordinance 70019

1 Employees engaged in public safety, emergency response or seasonal activity as defined
2 by the Chief Medical Examiner may have a maximum balance of two hundred forty (240) hours
3 of compensatory time; except that Management Personnel shall only be allowed to accumulate
4 up to forty (40) hours of compensatory time. All other employees are allowed a maximum
5 balance of one hundred twenty (120) hours of compensatory time. These maximum balances of
6 compensatory time shall apply to employees working an average work week of forty (40) hours;
7 the maximum balance of compensatory time for employees whose average work week is more or
8 less than forty (40) hours shall be proportionate. No provision of this section establishing a
9 maximum balance of compensatory time shall serve to cancel any compensatory time due to an
10 employee or to deny an employee payment for recorded compensatory time earned in accordance
11 with the provisions of the compensation ordinance in effect at the time the compensatory time
12 was earned.

13
14 Each manager/supervisor shall establish procedures to assure that non-exempt employees
15 are promptly granted time off when such employees request to use their earned compensatory
16 time. A manager/supervisor may not deny non-exempt employees' requests for earned
17 compensatory time off except when such approval would create an extreme business hardship.
18 When a manager/supervisor determines that the work schedule of the organization will not
19 permit the granting of such time off, the manager/supervisor shall pay the employee in that same
20 pay period for all or a portion equivalent to the time requested of the employee's accrued
21 compensatory time. This provision requiring the prompt granting of requested time off applies
22 only to compensatory time that is earned as a result of the employee working overtime; it does

1 not apply to compensatory time earned as a result of an incentive program or bonus award
2 program.

3

4 Compensatory time earned by exempt employees shall be granted to an employee at the
5 discretion of the manager/supervisor in one of the following ways: 1) on request of the
6 employee; 2) on termination of services with the City.

7

8 (f) Before an employee is transferred, promoted or demoted from a position under one
9 manager/supervisor to a position under another manager/supervisor or to another unit with a
10 different appropriation, all compensatory time shall be granted or paid. Upon the death of an
11 employee, the person or persons entitled by law to receive any compensation due to the
12 employee shall be paid any amount due to the employee on the date of death.

13

14 (g) All sections shall keep daily attendance records of Medical Examiner Employees and
15 shall submit periodic reports of: 1) unexcused absences and leaves; 2) reports of overtime
16 earned, granted, and paid; or 3) the nonoccurrence of same to the Chief Medical Examiner in the
17 form and on the dates specified as required or requested.

18

19

SECTION 16

20

HOLIDAYS

21

St. Louis City Ordinance 70019

1 (a) Medical Examiner employees working full-time who are paid a bi-weekly rate shall
2 be entitled to leave with pay, pay, or compensatory time off in lieu of pay or paid leave for
3 regularly scheduled work on the following designated holidays:

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Years Day
Third Monday in January	Rev. Martin Luther King Jr. Day
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans' Day
Fourth Thursday in November	Thanksgiving Day
Day after Thanksgiving	Day after Thanksgiving
December 25	Christmas Day

16
17 In addition to the above enumerated designated holidays, full-time Medical Examiner
18 employees shall be entitled to leave with pay, pay, or compensatory time off in lieu of pay as
19 established by this *Section 16* on any day or partial day the Mayor declares by proclamation the
20 closing of City offices.

21
22 Employees working full-time and paid a bi-weekly rate whose pay is established in
23 Sections 2(a) of this compensation ordinance shall receive leave with pay, pay or compensatory

St. Louis City Ordinance 70019

1 time off in lieu of pay as holiday compensation in an amount that is proportionate to the number
2 of hours the employee is regularly scheduled to work in a day or shift. For example: Employees
3 working an average of forty (40) hours a week, five (5) days a week, eight (8) hours a day shall
4 receive eight (8) hours of compensation for the holiday; employees working an average of forty
5 (40) hours a week, four (4) days a week, ten (10) hours a day shall receive ten (10) hours of
6 compensation for the holiday.

7
8 When the day of observance of a holiday is changed by State or Federal law, it will be so
9 observed by the City of St. Louis. When the day of observance of a holiday is changed by State
10 or Federal executive action, the Mayor shall determine the day of observance by the City of St.
11 Louis. When one of the above enumerated holidays occurs on Sunday, the following Monday
12 shall be observed as the holiday. When one of the above holidays occurs on Saturday, the
13 preceding Friday shall be observed as the holiday.

14
15 **(b)** Each manager/supervisor shall determine the manner of granting holidays and shall
16 report his/her determination to the Chief Medical Examiner, if required by the Chief Medical
17 Examiner. When full-time employees, whose pay is established in Section 2(a) of this
18 compensation ordinance, are required to work on a holiday they shall be entitled to compensation
19 for the holiday and the hours actually worked. Compensation for the holiday shall be in an
20 amount proportionate to the number of hours an employee is regularly scheduled to work in a
21 day or shift.

22

St. Louis City Ordinance 70019

1 Except as otherwise provided in this section, when a City holiday falls on an employee's
2 regularly scheduled day off, the employee shall be entitled to have compensatory time added to
3 his/her balance in an amount proportionate to the number of hours regularly scheduled in a day
4 or shift.

5
6 If an employee is docked from the payroll for one hour or more on the full scheduled
7 workday preceding a holiday, the full scheduled work day following a holiday, or on a scheduled
8 holiday, the employee shall not be compensated for the holiday.

9
10 The holiday compensation procedures established by this Section 16 shall apply to full-
11 time Medical Examiner employees paid a bi-weekly rate. Part-time bi-weekly rate employees
12 shall be compensated for holidays in proportion to the percentage of time they are regularly
13 scheduled to work. Employees paid on an hourly or per performance basis shall not be entitled
14 to holiday compensation, except as otherwise provided in this ordinance.

15
16 In the event that the holiday schedule established in this Section 16 is revised, employees
17 who are granted compensatory time in lieu of all holidays shall have their leave benefits adjusted
18 accordingly. The Chief Medical Examiner may establish additional or alternate holiday leave
19 policies for employees occupying public safety positions which qualify for the special overtime
20 pay provisions under Federal law or for employees with official work schedules authorized by
21 the Chief Medical Examiner which exceed the normal forty (40) hour weekly work schedule.
22 Procedures developed in compliance with this Section 16 shall be designed to treat employees in
23 the same manner who work substantially equivalent work schedules.

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SECTION 17

VACATION

Vacation leave with pay shall be granted to employees paid a bi-weekly rate in permanent competitive positions working fifty percent (50%) time or more. The Chief Medical Examiner may establish additional guidelines and policies to govern the administration of vacation leave benefits in the Medical Examiner’s Office.

(a) Vacation hours shall be granted to employees whose pay is established in Section 2(a), with appointment date before April 23, 1989.

PAY ESTABLISHED

IN SECTION

2(a)

Length of Cumulative Service	Bi-Weekly Accrual Rates	Annual Equivalent
1 but less than 5 years	5	130
5 but less than 10 years	6	156
10 but less than 15 years	7	182

St. Louis City Ordinance 70019

1	15 but less than 20 years	8	208
2	20 or more years	9	234

3

4 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of
5 this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative
6 service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall
7 have forty (40) hours of vacation added to their existing balance,

8

9 **(b)** Vacation hours shall be granted to employees whose pay is established in Section 2(a)
10 with appointment date on or after April 23, 1989.

11

12	PAY ESTABLISHED		
13	IN SECTION		
14	2(a) or 2(b) or 2(c)		
15	Length of	Bi-Weekly	Annual
16	<u>Cumulative Service</u>	<u>Accrual Rates</u>	<u>Equivalent</u>

17	1 but less than 5 years	3	78
18	5 but less than 10 years	5	130
19	10 but less than 15 years	6	156
20	15 but less than 20 years	7	182
21	20 or more years	8	208

22

St. Louis City Ordinance 70019

1 Employees employed before July 18, 2010 whose pay is established in Section 2(a) of
2 this ordinance completing five (5) years of cumulative service, ten (10) years of cumulative
3 service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative service shall
4 have forty (40) hours of vacation added to their existing balance.

5
6 (c) Employees employed on or after July 18, 2010 will not have the 40 hours added to their
7 vacation balance upon completion of five (5) years of cumulative service, ten (10) years of
8 cumulative service, fifteen (15) years of cumulative service, or twenty (20) years of cumulative
9 service.

10
11 (d) All references in this ordinance, except as otherwise noted, to accrual rates, additions to,
12 and accrual maximums for vacation are for employees working a scheduled work week of forty
13 (40) hours. Vacation rates, additions and maximums shall be computed on a proportionate basis
14 for employees whose average work week is more or less than forty (40) hours. When an eligible
15 employee's scheduled work week is changed, the employee's rate of accrual shall be changed
16 proportionately. All references in this ordinance to cumulative service for vacation shall mean
17 cumulative service without a break in service of more than one year, except as provided
18 otherwise in this ordinance. No employee who works less than fifty percent (50%) time or who
19 is serving in a limited-term position shall be eligible to accrue vacation.

20
21 (e) (1) The maximum vacation balance for those working an average work week of forty
22 (40) hours shall be six hundred (600) hours. Vacation accrual maximums, for those working

St. Louis City Ordinance 70019

1 more or less than forty (40) hours per week, but at least fifty percent (50%) time, shall be
2 established in accordance with Section 17 of this ordinance.

3
4 (2) When an employee's full-time average work week is changed, the maximum
5 vacation balance shall be changed proportionately. In addition, the employee shall have his/her
6 current vacation balance adjusted so that the vacation shall maintain the same position relative to
7 the new maximum balance as existed with the employee's previous maximum balance. Accrual
8 of vacation shall cease when an employee accumulates the maximum vacation balance
9 established for the assigned work schedule and shall not resume until the vacation balance is less
10 than the maximum amount.

11
12 (f) Accrual of vacation shall begin and be credited upon the first bi-weekly pay period and
13 each pay period thereafter but employees must complete the entire pay period to accrue the
14 vacation leave at the end of said pay period:

15
16 (1) of appointment;

17
18 (2) of return to duty from leave of absence;

19
20 (3) of restoration to employment of one-half (50%) time or more.

21

St. Louis City Ordinance 70019

1 Vacation leave shall be granted in whole hour units. On termination of service, any
2 fractional hour shall be made whole. The accrual of vacation leave shall cease at the employee's
3 last day at work or beginning of terminal leave.

4
5 **(g)** Managers/supervisors shall be responsible for establishing all vacation leave schedules,
6 but may not discipline employees by imposing unusual vacation schedules. Vacation shall be
7 granted to the employee at the discretion of the manager/supervisor as provided by this ordinance
8 in one of the following ways:

9
10 (1) When the employee requests vacation leave in accordance with departmental policies.

11
12 (2) When directed to take paid time off by the manager/supervisor.

13
14 (3) When an employee is terminated or resigns from the Medical Examiner's Office.

15
16 (4) When an employee whose salary is established in Sections 2(a) reaches the
17 established maximum accrual and would cease accruing vacation, the employee may notify the
18 manager/supervisor in writing of his/her intention to schedule vacation. Such notice shall be at
19 least seven (7) days prior to the first work day the employee intends to take off. If the
20 manager/supervisor fails to establish a different vacation schedule, the employee may, at will and
21 without assuming liability for disciplinary action, take the paid leave, which was proposed in
22 writing.

23

St. Louis City Ordinance 70019

1 (5) All employees may request payment from the appointing authority for forty (40)
2 hours of vacation accrual in lieu of scheduling paid leave provided that the full vacation
3 allowance for that year is not exceeded. This may be done a maximum of once in each calendar
4 year. Management employees may request payment from the appointing authority for up to an
5 additional forty (40) hours of their vacation accrual balances in lieu of scheduling paid leave if
6 their schedules do not permit them to be absent from work. These requests are subject to the
7 prior approval of the Chief Medical Examiner.

8
9 **(h)** During the first twelve (12) months of employment, unless stated otherwise in this
10 ordinance, accrued vacation may be granted to an employee provided that the employee has
11 completed six (6) months of continuous service. When the service of an employee is terminated
12 after twelve (12) months of continuous service, any accumulated vacation that is due the
13 employee shall be paid. When employment is terminated before completing twelve (12) months
14 of continuous service, any previously advanced vacation leave shall be deducted from the
15 employee's final pay.

16
17 **(i)** Employees who separate from the Medical Examiner's Office and who return to the
18 Medical Examiner's Office within twenty-four (24) months of the separation, will be given credit
19 for prior continuous service in determining the vacation accrual rate in accordance with *Section*
20 *17(a), 17(b), 17(d), 17(e), or 17(f)* of this ordinance and based on the date of the employee's
21 original appointment.

22

St. Louis City Ordinance 70019

1 (j) Employees who move to the Medical Examiner's Office from a non-Medical Examiner's
2 Office shall be given credit for the years of service in the non-Medical Examiner's Office in
3 determining the vacation accrual rate in accordance with Section 17(a) or 17(b) of this ordinance
4 and based on the date of the employee's original appointment.

5
6 (k) Employees who return to work from a "reemployment from layoff" eligible list shall be
7 eligible to use vacation as soon as it is accrued unless stated otherwise in this ordinance provided
8 the employee has completed six (6) months of continuous service prior to the layoff and with
9 approval of the manager/supervisor. An employee who has completed less than six (6) months
10 of continuous service will be required to complete the remaining portion of the six (6) months
11 period before being eligible to use vacation.

12
13 Any such reemployed worker shall be given credit for prior continuous service in
14 determining the employee's vacation accrual rate in accordance with the schedule established in
15 Section 17(a), 17(b), 17(d), 17(e), or 17(f) of this ordinance and based on the employee's original
16 appointment.

17
18 (l) Managers/supervisors shall be responsible for the management of their vacation
19 schedules so as to most effectively administer their organizations and fulfill the desire of
20 employees in the establishment of leave schedules.

21
22 (p) Accrued vacation shall be carried with an employee when transferred, promoted, or
23 demoted from a position under one appointing authority to a position under another appointing

St. Louis City Ordinance 70019

1 authority without a break in service or change in method of pay. Upon the death of an employee,
2 the person or persons entitled by law to receive any compensation due the employee shall be paid
3 the amount due the employee for accrued vacation.

4
5 **(q)** With the approval of the Chief Medical Examiner, a retiring employee may be paid on
6 the payroll for accrued vacation in the month prior to retirement without inclusion in the
7 employee's final average compensation. The Chief Medical Examiner may pay previously
8 accrued vacation off in a lump sum to an employee whose service with the City Medical
9 Examiner's Office has terminated. Such payment shall be made on the employee's last regular
10 paycheck. The lump sum payment shall include compensation for any holidays occurring during
11 the employee's terminal vacation leave period as if employee's vacation had been run out on
12 payroll.

13
14 **(r)** Employees occupying excepted positions in the Medical Examiner's Office shall be
15 granted vacation at the discretion of the Chief Medical Examiner. An employee whose term in
16 an excepted position ends and who is then appointed to a permanent competitive position
17 working fifty percent (50%) time or more shall become eligible to accrue vacation leave with
18 pay upon appointment to the competitive position. Length of cumulative service for the purpose
19 of determining rate of vacation leave accrual shall be based on the employee's original date of
20 appointment to the excepted position, providing there was no break in service between expiration
21 of the excepted position and appointment to the permanent competitive position. The date of
22 appointment to the permanent competitive position shall be used to determine the appropriate

St. Louis City Ordinance 70019

1 rate of vacation accrual for the corresponding length of cumulative service in accordance with
2 the schedule established in Section 17(b).

3
4 **(s)** Managers/supervisors shall report leave with pay for vacation and such other authorized
5 absences as the Chief Medical Examiner shall designate in such form and at such time as the
6 Chief Medical Examiner may require.

7
8 **SECTION 18.**

9 **SICK LEAVE**

10
11 **(a)** Employees ceased accruing sick leave beginning July 18, 2010. Thereafter, an employee
12 may choose to use his/her sick leave in accordance with regulations established by the Chief
13 Medical Examiner.

14
15 **(b)** An active employee who is a member of the Employees Retirement System of the City of
16 St. Louis, and who applies for retirement and immediately retires from active service, shall
17 receive payment for his/her sick leave balance less any sick leave credited or paid to a member
18 or used in the calculation of retirement benefits under this or any other ordinance(s). If the
19 Employees Retirement System provides for sick leave to be credited or paid to a member or used
20 in the calculation of retirement benefits, this payment shall be limited to a maximum of fifty
21 percent (50%) of the value of the employee's sick leave balance. If the Employees Retirement
22 System of the City of St. Louis provides for sick leave to be credited or paid to a member or used

St. Louis City Ordinance 70019

1 in the calculation of retirement benefits, this payment shall be fifty percent (50%) of the value of
2 the employee's sick leave balance at time of retirement.

3

4 (c) If a member of the Employees Retirement System of the City of St. Louis who had been
5 otherwise eligible for Normal or Early Service Retirement dies his/her estate may receive
6 payment based on the calculation above on the employee's sick leave balance, if any. Payment
7 shall be made in accordance with the procedures established by the Chief Medical Examiner.

8

9 (d) An employee who is reemployed from an authorized layoff shall have his/her prior sick
10 leave balance if any restored, provided this balance has not be used in the determination of
11 pension benefits paid to the retiree.

12

13

14

SECTION 19.

15

MEDICAL LEAVE

16

17 (a) Medical leave with pay shall be granted to bi-weekly rate employees in permanent
18 competitive positions working fifty percent (50%) time or more in accordance with regulations
19 and procedures established by the Chief Medical Examiner.

20

21 (1) All employees, unless otherwise stated in this ordinance, shall accrue three (3)
22 hours of medical leave for each bi-weekly pay period of employment but must complete the
23 entire pay period to accrue the medical leave at the end of said pay period. This accrual rate is

St. Louis City Ordinance 70019

1 established for employees working an average work week of forty (40) hours. Medical leave
2 shall be computed on a proportionate basis for employees whose average work week is more or
3 less than forty (40) hours. An eligible employee may be granted paid medical leave by his/her
4 appointing authority after completing twenty-six (26) weeks of continuous service.

5
6 **(b)** The Chief Medical Examiner may establish a system of cash awards, paid time off or
7 other incentives to reward employees for perfect and near perfect attendance.

8
9 **(c)** An appointing authority shall remove an employee from the payroll for unexcused
10 absence in accordance with regulations and procedures established by the Chief Medical
11 Examiner. When an employee is docked from the payroll under the provisions of this section,
12 the amount deducted from his/her regular bi-weekly rate of pay shall be one times (1.0x) the
13 regular hourly rate as defined in this ordinance for each hour of unexcused absence. If an
14 employee is docked from the payroll for one (1) hour or more in a bi-weekly pay period, he/she
15 will cease to accrue medical leave for the pay period.

16
17 **(d)** If management decides to send their employees or a group of employees' home due to
18 inclement weather, they will not lose their medical leave accrual for that pay period.

19
20 **(e)** All leave with or without pay for illness, injury, or physical inability to perform assigned
21 duties shall be recorded on the payroll or a subsidiary document in the manner established by the
22 Chief Medical Examiner. Compensation for periods of absence from work when an employee

St. Louis City Ordinance 70019

1 sustains an injury by accident on the job shall be governed by the provisions of *Section 25*
2 *(Workers' Compensation and Disability Leave)* of this ordinance.

3
4 **(f)** An employee who is reemployed from an authorized layoff shall have his/her prior
5 medical leave balance and sick leave balance restored if any, provided any sick leave balance has
6 not been credited to the employee's length of service in determining pension benefits paid to the
7 retiree. An employee who is reemployed from an authorized layoff and who has a medical
8 and/or sick leave balance and who completed twenty-six (26) weeks of continuous employment
9 prior to the layoff may take approved medical and/or sick leave upon reemployment.

10
11 **(g)** Each manager/supervisor shall institute procedures, in accordance with regulations
12 established by the Chief Medical Examiner that will discourage the improper use of medical
13 leave with pay. When an employee is removed from the payroll for absence not approved by the
14 appointing authority, the employee shall be notified promptly in writing.

15
16 **(h)** Employees shall not receive payment for any medical leave balance and it shall not be
17 used in the calculation of retirement benefits or payments under this ordinance or any other
18 ordinance.

19

20 **SECTION 20.**

21 **MILITARY LEAVE**

22

St. Louis City Ordinance 70019

1 Upon the expiration of such leave of absence, the employee shall be reinstated to the
2 competitive position he/she occupied at the time the leave was granted provided the position is
3 still in existence and he/she is able to perform the duties of the position. The employee shall be
4 reinstated to the competitive position at the same relative rate in the salary range the employee
5 occupied at the time the leave was initiated. Failure of an employee to report for duty promptly
6 at the expiration of the leave shall be just cause for dismissal. If necessary to the efficient
7 conduct of the business of the City, an employee on leave other than military leave or qualifying
8 family/medical leave may be notified by the appointing authority, with the approval of the Chief
9 Medical Examiner, to return prior to the expiration of such leave. Failure of the employee to
10 return within ten (10) calendar days after receipt of such notice shall terminate his/her leave of
11 absence and be just cause for dismissal, subject to any applicable federal, state or local
12 regulations.

13
14 **(b)** The City of St. Louis will follow all applicable state and federal laws on the granting of
15 family/medical leave.

16
17 The Chief Medical Examiner shall establish additional rules, guidelines and procedures
18 for the effective administration of the City's "Family/Medical Leave Policy." The policy shall
19 comply with all provisions of the "Family/Medical Leave Act of 1993" and any amendments
20 thereafter.

21
22 Employees must take all of their accrued time (sick leave, medical leave, vacation leave)
23 prior to being placed on leave without pay status for approved Family and Medical Leave, except

St. Louis City Ordinance 70019

1 employees can keep one (1) week of vacation hours (if they have accrued one (1) week of
2 vacation and are eligible to take them). Employees will be allowed to use all their compensatory
3 time, if requested by employee.

4
5 (c) Any employee in the Medical Examiner’s Office who is appointed to a position in the
6 Medical Examiner’s Office shall be granted an in-service leave without pay from the position
7 during the term to which he/she is appointed to the position. Such leave shall be for the term of
8 the appointment to the position and until his/her successor qualifies. Upon the expiration of the
9 appointment to the position, the employee shall be reinstated to the position he/she occupied
10 immediately prior to the in-service leave. The employee shall be reinstated to the position as
11 under a temporary promotion pursuant to *Section 6(a)(2)* of this ordinance. Employees who are
12 returned to a position shall retain any vacation, compensatory time, sick leave, or medical leave
13 balance in effect at the time of granting of the leave of absence for appointment to the position.
14 Employees shall be given credit for time spent in an appointment in computing eligibility for
15 additional vacation leave accrual.

16
17 (d) In the event that emergency conditions occur which require the closing of City-operated
18 facilities or the temporary cessation of functions carried out by classified employees, the Mayor
19 of the City of St. Louis may declare an emergency and require an employee or group of
20 employees to take leaves of absence with or without pay while such emergency conditions exist.
21 In the event that the Mayor requires that the leave of absence be without pay, an employee with
22 vacation or accrued compensatory time may elect to take the accrued time off with pay in lieu of
23 all or a part of such non-paid leave of absence. Such non-paid leave of absence shall not

St. Louis City Ordinance 70019

1 interrupt continuity of service for vacation accrual. An emergency leave of absence declared by
2 the Mayor shall not exceed ninety (90) days.

3

4 (e) Employees who are granted general leaves of absence and other non-paid leaves of
5 absence, except military leave, must take all accrued vacation at the start of the leave of absence.
6 Employees who are granted or placed on a non-paid leave of absence will not accrue vacation
7 and medical leave during the period of non-paid leave. Upon the expiration of such leaves of
8 absence, the employee shall follow the procedures as established in this *Section 22* and any other
9 applicable regulations and procedures as established by the Chief Medical Examiner.

10

11 (f) A manager/supervisor, with the prior approval of the Chief Medical Examiner, may put an
12 employee on a forced leave of absence with or without pay pending the outcome of an
13 investigation or of a pending disciplinary action against the employee. Employees being placed
14 on forced leave may elect to be placed on either vacation leave or compensatory time.

15

16 (g) In the event that a fiscal crisis occurs in the City of St. Louis, employees may request
17 voluntary furloughs. The Chief Medical Examiner may issue regulations to govern the furlough
18 program.

19

20

SECTION 23.

21

INSURANCE BENEFITS

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SECTION 25.

WORKERS' COMPENSATION AND DISABILITY LEAVE

(a) Any employee in the Medical Examiner’s Office whose class title and grade are established in Section 1(a) and denoted by the suffix "G," or "M” of this ordinance, including employees who are compensated on a per performance or unit of work basis, who shall suffer personal injury by accident or occupational disease arising out of and in the regular course of employment while engaged in or about the premises where an employee's duties are being performed or where an employee's presence is required as part of his/her employment, shall promptly report such injury by accident or occupational disease to his/her immediate supervisor. The supervisor shall in turn report, through the manager/supervisor, all facts concerning the incident to the City Counselor and the Chief Medical Examiner. The manager/supervisor shall promptly provide such written information and recommendations as may be requested by the City Counselor to aid in making the determination of the period of disability.

The employee who suffers a personal injury as described in part (a) of this section, and which results in temporary disability, may elect to use sick or medical leave for the first three (3) days of temporary disability. Thereafter, the employee will be compensated at the rate mandated by the Missouri Workers' Compensation Law. If the period of disability extends fourteen (14) calendar days or more, the three (3) days of sick or medical leave used during the first three (3) days of disability will be restored to the employee's sick or medical leave balance. The City Counselor shall determine the actual amount of compensation and length of time during which

St. Louis City Ordinance 70019

1 payments are made for such temporary disability in accordance with the Missouri Workers'
2 Compensation Law.

3

4 **(b)** The City Counselor, the Chief Medical Examiner, or the manager/supervisor may require
5 an employee to undergo a physical examination and medical or surgical treatment at the expense
6 of the City to diagnose and treat injuries or illnesses arising out of employment.

7

8 **(c)** The City Counselor and the Comptroller shall establish procedures for paying
9 compensation to employees or former employees who are permanently disabled and due
10 compensation under the Missouri Workers' Compensation Law. The Comptroller shall designate
11 the fund or appropriation out of which such payment shall be made.

12

13 **(d)** The City Counselor and the Chief Medical Examiner shall be responsible for the
14 administration of the provisions of this Section and shall establish and publish procedural
15 regulations for the administration of the program. Each manager/supervisor shall establish
16 procedures to comply with the provisions of this section and established regulations.

17

18

SECTION 26.

19

JURY AND WITNESS LEAVE

20

21 **(a)** Jury leave with pay shall be granted to bi-weekly rate employees working fifty percent
22 (50%) time or more for such time when such employees are serving as jurors pursuant to order of
23 the St. Louis Circuit Court or United States District Court in St. Louis. Any bi-weekly rate

St. Louis City Ordinance 70019

1 employee, when so summoned for jury service, shall report such fact within seventy-two (72)
2 hours to his/her manager/supervisor and display to the manager/supervisor the summons which
3 the employee has received and shall give the manager/supervisor in writing the date and the time
4 of such jury service. No bi-weekly rate employee shall receive any compensation from the Jury
5 Commissioner or the United States District Court system for jury service for days the employee
6 receives compensation from the City. A bi-weekly rate employee may keep the jury stipend for
7 days when the employee receives no compensation from the City (off days, docks, leaves, etc.).
8 Upon being discharged from serving as a juror by the Court or Jury Commissioner, the employee
9 shall forthwith report to his/her manager/supervisor if discharged during their normally
10 scheduled work hours and shall submit to his/her manager/supervisor a written statement from
11 the Jury Commissioner certifying that the employee has served as a juror and the time and date
12 so served. The manager/supervisor shall, upon receipt of the statement of jury service, credit the
13 employee with paid jury leave for such service.

14
15 **(b)** Leave with pay shall be granted to bi-weekly rate employees for such time when the
16 employee's presence is required by the prosecutor in a criminal proceeding or grand jury
17 procedure, a trial in prosecuting accused criminals (or for jury service in Federal Court). Any bi-
18 weekly rate employee, when so subpoenaed as a prosecution witness or whose presence is
19 required as a part of a grand jury inquiry, shall report such fact within seventy-two (72) hours to
20 his/her manager/supervisor and shall give the manager/supervisor in writing the date and time
21 his/her presence is required for such criminal prosecution. Each manager/supervisor shall
22 establish controls to assure that any paid leave is actually required by the prosecuting authority.
23 An manager/supervisor may require an employee to furnish satisfactory evidence of being

1 required to be off the job and that all time off was in connection with the prosecution of the case.
2 This procedure shall apply for employee participation in criminal prosecution in State or Federal
3 Courts.

4
5 **SECTION 27.**

6 **DEFERRED COMPENSATION**

7
8 **(a)** Authority is hereby granted for the establishment of a deferred compensation plan for the
9 City of St. Louis.

10

11 **(b)** In accordance with the regulations applicable to the plan, as set out herein, the
12 Comptroller is authorized to enter into an agreement with eligible participants, whereby said
13 participants may designate a portion of their future earnings to be deducted by the City and
14 placed in a fund to be designated "City of St. Louis Deferred Compensation Plan Fund" for the
15 purpose of providing tax deferred benefits to the participants upon retirement.

16

17 **(c)** The Board of Estimate and Apportionment is hereby authorized to establish or select a
18 specific plan or plans in accordance with the requirements set out in this ordinance. In
19 establishing the plan, the Board of Estimate and Apportionment may elect to retain outside
20 parties to provide administrative and/or investment services after following competitive bidding
21 procedures. The Board of Estimate and Apportionment is authorized, after analyzing the various
22 competitive bids submitted in accordance with the requirements of this ordinance, to select the
23 plan or plans it determines to meet the requirements established as a part of the competitive

St. Louis City Ordinance 70019

1 bidding procedures and to be in the best interest of the participants. No investment plan shall be
2 considered unless offered by a duly licensed resident agent representing a company duly licensed
3 and authorized by the State of Missouri and other applicable federal regulatory agencies to offer
4 such insurance or investment programs.

5
6 In the event Federal or State legislation is changed in a manner affecting and/or relating
7 to any of the aforementioned Deferred Compensation provisions contained in this Section, the
8 Board of Estimate and Apportionment of the City of St. Louis may amend the deferred
9 compensation plan accordingly and may execute any and all documents necessary to achieve and
10 effectuate the recommended changes.

11
12 **SECTION 28.**

13 **RETIREMENT**

14
15 The following provisions shall apply to the Employees Retirement System:

16
17 **(a)** "Final Average Compensation" is equal to one-half of the sum of (1) and (2) below:

18
19 (1) The annual compensation received by a member for the two (2) consecutive years
20 of creditable service in which the highest compensation was received preceding the termination
21 of his/her employment, and

St. Louis City Ordinance 70019

1 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
2 hours paid to the member upon termination of his/her employment and *less* sick leave hours
3 considered as creditable service for the purpose of determining eligibility for retirement benefits,
4 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
5 on the date of retirement.

6
7 **(b)** If a member has less than two (2) consecutive years of creditable service his/her final
8 average compensation shall be equal to the sum of (1) and (2) below, divided by (3) below and
9 then multiplied by (4) below:

10
11 (1) The sum of monthly compensation received by the member for each consecutive
12 month of creditable service immediately preceding the termination of his/her employment, and

13
14 (2) The balance of a member's sick leave pay on the date of retirement *less* sick leave
15 hours paid to the member upon termination of his/her employment and *less* sick leave hours
16 considered as creditable service for the purpose of determining eligibility for retirement benefits,
17 except that said balance cannot exceed twenty-five percent (25%) of a member's total sick leave
18 on the date of retirement.

19
20 (3) The number of consecutive months of creditable service immediately preceding
21 the termination of his/her employment, and

22
23 (4) Twelve (12).

St. Louis City Ordinance 70019

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The years of creditable service of a member shall be the number of years and completed months of service during which he/she receives compensation from the first day of the calendar month following the date of the beginning of each employment with an employer until his/her employment is terminated, subject to the provisions of this section. The years of creditable service of an employee hired after the operative date who had attained the age of sixty (60) years at initial employment shall be the number of years and completed months of service during which he/she receives compensation from October 1, 1988, and hereafter, from the first day on or after October 1, 1988, of the beginning of each employment with an employer until his/her employment is terminated. No creditable service shall be granted for any period of employment before October 1, 1988, after the calendar month in which the member attains age seventy (70). No creditable service for prior employment shall be granted an employee who becomes a member after April 1, 1960, unless he/she was employed by an employer on April 1, 1960.

A member's sick leave balance at time of retirement less the sum of (a), (b) and (c) below shall be considered as additional creditable service for calculation of retirement benefits under any provision of this ordinance:

- (a) Sick leave hours considered as creditable service for the purpose of determining eligibility for retirement benefits, and
- (b) Sick leave hours paid to the member upon termination of his/her employment, and

1 (c) Sick leave hours used in determining final average compensation.

2

3

SECTION 29.

4

SEVERABILITY

5

6 The sections of this ordinance shall be severable. In the event that any section of this
7 ordinance is found by a court of competent jurisdiction to be invalid, the remaining sections of
8 this ordinance are valid, unless the court finds the valid sections of the ordinance are so essential
9 and inseparably connected with and dependent upon the void section that it cannot be presumed
10 that the Aldermen would have enacted the valid sections without the void ones, or unless the
11 court finds that the valid sections standing alone are incomplete and are incapable of being
12 executed in accordance with the legislative intent.

13

14

SECTION 30.

15

REPEAL OF PREVIOUS ORDINANCES

16

17 *Ordinance 69189 and 69617* and all other ordinances or amendments, or parts thereof
18 conflicting with the provisions of this ordinance are hereby repealed.

19

20

SECTION 31.

21

EMERGENCY CLAUSE

22

St. Louis City Ordinance 70019

1 Disability Leave25

2 Education Assistance21

3 Holidays16

4 Hours of Work14

5 Insurance Benefits.....23

6 Jury Leave.....26

7 Leaves of Absence22

8 Emergency 22(d)

9 Excepted Positions, Coverage of22(c)

10 Family/Medical.....22

11 Forced 22(f)

12 Medical Leave.....19

13 Military Leave.....20

14 Minimum Hours of Work14

15 Overtime (OVTM)1, 15

16 Payroll.....12, 13

17 Retirement.....28

18 Severability29

19 Sick Leave.....18

20 Vacation17

21 Workers' Compensation25

22

23 Approved:

Summary**Board Bill Number 240****Primary Sponsor: Alderwoman Carol Howard****February 21, 2020**

This Board Bill regulates the employer and employee working relationships between the City of St. Louis and all employees under the Medical Examiner's Office, including a compensation plan, terms and conditions of employment, benefits, leaves of absence, and authorization for a Deferred Compensation Plan; repealing Ordinance 70019; allocating certain other employees to a grade with rate; and including an emergency clause. The provisions of the sections contained in this ordinance shall be effective with the start of the first pay period following approval by the Mayor.

ORDINANCE 71746
BOARD BILL NUMBER 109
FISCAL NOTE

Preparer's Name Tara Rick, Executive Director of Operations

Phone Number or Email Address (will be available publicly) truka-rickt@stlouis-mo.gov

Bill Sponsor Alderwoman Cara Spencer

Bill Synopsis:	A compensation ordinance for all employees in the Office of the Medical Examiner.
Type of Impact:	Governs all wages and benefits for Medical Examiner employees and allows for raises included in the most recently adopted City Annual Operating Plan and Budget ordinance.
Agencies Affected:	Office of the Medical Examiner

SECTION A
Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? ___Yes ___xNo
- An undertaking of a new service for which no funding is provided in the current adopted city budget? ___Yes ___xNo
- A commitment of city funding in the future under certain specified conditions? ___Yes ___xNo
- An issuance of bonds, notes and lease-purchase agreements which may require additional funding beyond that approved in the current adopted city budget? ___Yes ___xNo
- An execution or initiation of an activity as a result of federal or state mandates or requirements? ___Yes ___xNo
- A capital improvement project that increases operating costs over the current adopted city budget? ___Yes ___xNo
- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? ___Yes ___xNo

If the answer is yes to any of the above questions, then a fiscal note must be attached to the board bill. Complete Section B of the form below.

SECTION B

- Does the bill require the construction of any new physical facilities? Yes No

- If yes, describe the facilities and provide the estimated cost:

- Is the bill estimated to have a direct fiscal impact on any city department or office? Yes No

- If yes, explain the impact and the estimated cost:

- Does the bill create a program or administrative subdivision? Yes No

- If yes, then is there a similar existing program or administrative subdivision?

- Yes No

- If yes, explain the how the proposed programs or administrative subdivisions may overlap:

- Describe the annual operating, equipment, and maintenance costs that would result from the proposed bill, as well as any funding sources:

Complete the chart below to list the total estimated expenditures required of the City resulting from the proposed board bill and any estimated savings or additional revenue.

Financial Estimate of Impact on General Fund			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	NA	NA	NA
Additional Revenue	NA	NA	NA
Net	NA	NA	NA
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	NA	NA	NA
Additional Revenue	NA	NA	NA
Net	NA	NA	NA

- Describe any assumptions used in preparing this fiscal note:

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

- Have the financial estimates of this bill been verified by the City Budget Division? Yes No

○ If yes, by whom? _____

ORDINANCE NUMBER 71970
BOARD BILL NUMBER 180
FISCAL NOTE

Preparer's Name: Ryan Coleman

Phone Number or Email Address (will be available publicly): colemanr@stlouis-mo.gov

Bill Sponsor: Alderwoman Pamela Boyd

Bill Synopsis:	A compensation ordinance for all employees in the Office of the Medical Examiner.
Type of Impact:	Governs all wages and benefits for Medical Examiner employees. Provides for a 3% salary raise that will take effect in the current fiscal year.
Agencies Affected:	Office of the Medical Examiner

SECTION A

Does this bill authorize:

- An expansion of services which entails additional costs beyond that approved in the current adopted city budget? ___Yes ___XNo
- An undertaking of a new service for which no funding is provided in the current adopted city budget? ___Yes ___XNo
- A commitment of city funding in the future under certain specified conditions? ___X___Yes ___No
- An issuance of bonds, notes and lease-purchase agreements which may require additional funding beyond that approved in the current adopted city budget? ___Yes ___XNo
- An execution or initiation of an activity as a result of federal or state mandates or requirements? ___Yes X___No
- A capital improvement project that increases operating costs over the current adopted city budget? ___Yes X___No

- A capital improvement project that requires funding not approved in the current adopted city budget or that will require funding in future years? Yes No

If the answer is yes to any of the above questions, then a fiscal note must be attached to the board bill. Complete Section B of the form below.

SECTION B

- Does the bill require the construction of any new physical facilities? Yes No

- If yes, describe the facilities and provide the estimated cost:

- Is the bill estimated to have a direct fiscal impact on any city department or office? Yes No

- If yes, explain the impact and the estimated cost:

The proposal raises salaries 3%, which also increases benefit costs as shown in the attachment.

- Does the bill create a program or administrative subdivision? Yes No

- If yes, then is there a similar existing program or administrative subdivision?

Yes No

- If yes, explain the how the proposed programs or administrative subdivisions may overlap:

- Describe the annual operating, equipment, and maintenance costs that would result from the proposed bill, as well as any funding sources:

Please see attachment / page 4.

Complete the chart below to list the total estimated expenditures required of the City resulting from the proposed board bill and any estimated savings or additional revenue.

Financial Estimate of Impact on General Fund			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	\$10,964	\$285,077	\$285,077
Additional Revenue	\$0	\$0	\$0
Net	\$10,964	\$285,077	\$285,077
Financial Estimate of Impact on Special Funds			
Fiscal Impact	<u>Year 1 (current)</u>	<u>Year 2</u>	<u>Year 3</u>
Additional Expenditures	NA	NA	NA
Additional Revenue	NA	NA	NA
Net	NA	NA	NA

- Describe any assumptions used in preparing this fiscal note:

See attached.

- List any sources of information (including any City officials, agencies, or departments) used in preparing this fiscal note:

See attached.

- Have the financial estimates of this bill been verified by the City Budget Division?

____ Yes X No

○ If yes, by whom? _____ .

Current Salaries - Bi-Weekly (per pay period):	\$35,415
3% Salary Increase (per pay period)	\$1,062
Benefits (approx. 29% of salaries, per pay period)	\$308
Total Salary / Benefit Increase (per pay period)	\$1,371
FY25 Remaining Pay Periods (as of 2/23/25)	8
Total Potential FY2025 Impact	\$10,964
Total Potential FY2026 Impact	\$285,077
Total Potential FY2027 Impact	\$285,077