

INTRODUCED BY: Councilmember Paulette Carr

DATE: August 13, 2018

**BILL NO. 9363 - AMENDED**

**ORDINANCE NO: 7086**

**AN ORDINANCE FIXING THE COMPENSATION TO BE PAID TO CITY OFFICIALS AND EMPLOYEES AS ENUMERATED HEREIN FROM AND AFTER ITS PASSAGE, AND REPEALING ORDINANCE NO 7082.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY CITY, MISSOURI, AS FOLLOWS:

Section 1. From and after its passage, initially payable July 1, 2018 City employees within the classified service of the City, hereinafter designated, shall receive as compensation for their services such amounts as may be fixed by the City Manager in accordance with Schedule A (Pay Grade), included herein, with a salary not less than the lowest amount and not greater than the highest amount set forth in Schedule B (Classification and Grade), and shall additionally receive as compensation for their services such benefits generally provided in the Administrative Regulations, and Civil Service Rules now in effect, all of which are hereby adopted, approved, and incorporated herein by this reference, and the City Manager is further authorized and directed to effect the inclusion of these benefits in the City's Administrative Regulations in the manner provided by law.

**SCHEDULE A - HOURLY BASE PAY STEPS**

<b>Pay Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
3	14.1312	14.8134	15.5151	16.2752	17.0094	17.8410
4	14.6120	15.2877	16.0413	16.7690	17.5811	18.4322
5	15.5151	16.2752	17.0094	17.8410	18.6921	19.6342
6	16.0413	16.7690	17.5811	18.4322	19.3613	20.3034
6A	16.2752	17.0094	17.8410	18.6921	19.6342	20.5893
7	17.2888	18.2763	19.1599	20.0890	21.0961	22.0836
7B	17.4577	18.4582	19.3483	20.2904	21.3040	22.2980
7C	17.7565	18.6142	19.5497	20.4983	21.4534	22.4864
8	18.2243	19.2639	20.1930	21.1675	22.2330	23.2726
8A	18.0099	18.8870	19.8096	20.7972	21.7718	22.7918
9	18.4322	19.3613	20.3034	21.2455	22.2655	23.3181
9B	18.6921	19.6342	20.5893	21.5573	22.5839	23.6689
9A	18.8416	19.7577	20.7387	21.7393	22.7398	23.8313
9C	18.8740	19.8291	20.7972	21.7653	22.8048	23.9028
9D	19.4068	20.5178	21.5054	22.5449	23.6754	24.7864
10	19.5173	20.4463	21.4729	22.4799	23.5649	24.6630
10A	20.5633	21.5509	22.6359	23.6884	24.8319	25.9884
11	20.1540	21.1675	22.1551	23.2206	24.3056	25.5206
11B	20.6737	21.7263	22.7138	23.8248	24.9293	26.3652
12	21.1675	22.1551	23.2206	24.3056	25.5206	26.7420
12D	21.3884	22.4150	23.5390	24.6370	25.8259	27.0279
12A	21.6483	22.6878	23.7664	24.9033	26.1118	27.6321
12B	21.9667	23.0192	24.1107	25.2672	26.4886	28.0349
12C	22.1811	23.2401	24.3446	25.5141	26.7485	28.3078
13	22.1551	23.2206	24.3056	25.5206	26.7420	27.9895
13A	22.6943	23.7923	24.9033	26.1443	27.3982	28.6717
13P	23.3570	24.4810	25.6245	26.9110	28.1974	29.5163
14	23.2206	24.3056	25.5206	26.7420	27.9895	29.3604
14A	23.9028	25.0203	26.2742	27.5282	28.8146	30.2245
14P	24.8839	26.0468	27.6061	28.9250	30.2699	31.7903
15	24.1627	25.3516	26.5471	27.7751	29.1070	31.0821
16	25.0983	26.2807	27.4892	28.8146	30.1855	32.6544
16P	0.0000	0.0000	0.0000	32.6674	34.0383	35.8315
17	27.1189	28.3468	29.6787	31.0626	32.4660	33.9408
17A	26.9239	28.2688	29.6917	31.1730	32.7258	34.3631

<b>SCHEDULE A (CONTINUED)</b>						
<b>Grade</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
18	27.7591	29.0840	30.5300	31.8676	33.3326	34.8677
18A	27.8292	29.3006	30.8357	32.4663	34.1734	35.9633
18B	28.4025	29.7656	31.1733	32.6065	34.1097	35.6767
18P	0.0000	0.0000	0.0000	36.7149	38.2946	40.2437
19	28.5362	29.8930	31.2688	32.7084	34.2116	35.8168
20	30.5350	31.9924	33.5829	35.0545	36.6659	38.3546
20F	0.0000	0.0000	0.0000	27.7310	29.0458	30.4608
20P	0.0000	0.0000	0.0000	41.4094	43.0719	45.3331
21	32.3772	34.1798	35.7467	37.7914	39.5877	41.0718
22	33.6638	35.3454	37.1162	38.9698	40.9189	42.9636
22A	34.7403	36.3073	37.9825	39.7915	41.6323	43.6706
22B	34.3900	36.2754	37.9124	40.0527	41.9253	43.4796
23	36.1162	37.7850	39.5813	41.4094	43.4413	44.5624
24	36.3328	37.5557	39.3074	41.2565	42.3394	45.4669
24F	0.0000	0.0000	0.0000	43.5496	45.6389	48.2568
24P	0.0000	0.0000	0.0000	46.3905	48.4925	50.6837
25	37.5430	39.3074	41.2565	42.3394	45.4669	47.6644
25A	40.1928	42.1738	44.2567	46.4415	48.7409	51.1487
25F	0.0000	0.0000	48.5116	50.8875	53.3335	56.4037
26	39.3074	41.2565	42.3394	45.4669	47.6644	50.0212
27	45.8363	47.0211	50.4480	52.8621	55.4482	58.7159
27P	47.3969	49.6964	52.1105	54.6393	57.2954	60.0917
28	47.0020	49.3206	51.7602	55.9387	58.4420	60.0917
	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
11A	18.1144	19.1180	19.8272	20.3491	20.9201	21.4107
11M	20.3982	21.4910	22.2404	22.7712	23.3645	23.8864
16M	24.8409	26.2192	27.1426	27.8340	28.5923	29.0829

**SCHEDULE B - ANNUAL BASE PAY**

<b>Title</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Parking Controller Police/Fire Cadet	3	29,393	37,109
Custodian	4	30,393	38,339
Laborer/Light Equipment Operator	6	33,366	42,231
Advanced Clerk Typist Assistant to Municipal Prosecutor Court Clerk II	6A	33,852	42,826
Administrative Secretary	7	35,961	45,934
Account Clerk II	7C	36,934	46,772
Crime Analyst	8	37,907	48,407
Equipment Operator	8A	37,461	47,407
Print Shop Operator	9B	38,880	49,231
General Maintenance Worker Heavy Equipment Operator Tree Trimmer	9A	39,190	49,569
Senior Account Clerk	9C	39,258	49,718
Dispatcher	9D	40,366	51,556
Accounts Payable Specialist Administrative Assistant Exec. Secretary to Chief Exec. Secretary to Department Director Recreation Supervisor I	10	40,596	51,299
Accountant Community Service Specialist Engineering Service Specialist Inspector I	11	41,920	53,083
Firefighter	11A	52,749	62,348
Crew Leader	11B	43,001	54,840
Paramedic Firefighter	11M	59,400	69,557
Court Administrator Human Resources Generalist Inspector II Senior Accountant Solid Waste Program Manager	12	44,028	55,623
Lead Dispatcher	12D	44,488	56,218
Project Manager I	12B	45,691	58,313
Recreation Supervisor II	12C	46,137	58,880
Multi-Discipline Inspector	12C	46,137	58,880

<b>SCHEDULE B - (CONTINUED)</b>			
<b>Title</b>	<b>Pay Grade</b>	<b>Minimum</b>	<b>Maximum</b>
Mechanic	13	46,083	58,218
Police Officer Trainee	13P	48,583	61,394
Administrative Analyst Forestry Supervisor Golf Maintenance Superintendent Golf Manager Lead Mechanic Senior Plan Examiner / Building Inspector	14	48,299	61,070
Manager of Economic Development Planning/Zoning Administrator Project Manager II	14A	49,718	62,867
Police Officer	14P	51,758	66,124
Assistant Recreation Superintendent	15	50,258	64,651
Fleet Manager	15F	71,116	71,116
Paramedic Fire Captain	16M	72,337	84,689
Police Sergeant	16P	67,948	74,529
Facilities Manager Financial Analyst	17	56,407	70,597
Sanitation Superintendent Street Maintenance Superintendent	18	58,894	73,975
Information Technology Coordinator Senior Public Works Manager	18B	60,259	75,692
Police Lieutenant	18P	77,894	85,381
Assistant Director of Finance Building Commissioner Deputy Dir. of Recreation	20	64,783	81,373
Battalion Chief	20F	82,368	90,476
Police Captain	20P	87,854	96,179
Park Maintenance Superintendent	21F	80,502	80,502
Assistant Fire Chief	24F	92,395	102,382
Deputy Police Chief	24P	98,422	107,530

Section 2. From and after July 1, 2018, seasonal and part-time employees of the City may be employed at an hourly rate in accordance with the following Schedule C (hourly pay rates for seasonal and part-time employees).

Schedule C

Hourly Rates for Seasonal and Part-Time Employees

Title of Class	Grade Code	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
Rec. Spec. I Youth Job Corps Worker Cashier Park Attendant	P02 P04 P06					7.35	7.51	7.76	8.02
Lifeguard	P05					7.76	8.02	8.27	8.53
Rec. Spec. II Assistant Pool Manager	P07 P11					8.07	8.33	8.58	8.84
Pool Technician	P09					7.35	7.56	7.81	8.07
Rec. Spec. III	P10					8.84	9.09	9.35	9.61
Pool Mgr./Camp Mgr.	P12					9.55	10.07	10.58	11.09
Rec Program Leader	P14		7.51	7.76	8.02				
Rec Program Supervisor	P17		9.55	10.07	10.58				
Golf Shop Supervisor Parking Controller*	P13		13.03	13.19					
Clerical Aide Labor Aide	P15		7.56						
Traffic Escort	P16		8.15						
PT Clerk Typist	P18		8.15						
PT Adv. Clerk Typist*	P19			13.01					
PT Court Clerk*	P20		14.38						
PT Police Cadet* Fire Cadet*	P22		10.12						
Senior Coordinator*	P23	22.00							
Admin Secretary	P24	11.97	12.54	13.15					
Intern	P25	7.84	8.92	9.99	11.07	13.50			
PT Custodian, Laborer	P26	9.47	9.98	10.50	11.00	11.52			
PT Dispatcher*	P27	16.95	17.90	18.77	19.70	20.68			
PT Paramedic/Firefighter*	P28	20.39							
PT Public Works/Parks Inspector*	P29	21.23							

\*These positions are permanent Part-time, the rates include 2% cost of living adjustment.

Section 3. From and after July 1, 2018, City employees in the unclassified service of the City, except as otherwise noted, shall receive as full compensation for their services the amounts hereinafter set forth, or where a grade in salary is specified, such amounts as may be fixed by the City Manager within the specified grade. Non-executive and executive personnel in a grade shall be paid in accordance with Schedule A (Pay Step Schedule).

Schedule D  
Pay Rates for the Unclassified Service, Part-Time,  
Temporary or Special Grant Funded Positions

<u>Grade Code</u>	<u>Title of Position</u>	<u>Monthly Salary</u> (except as noted)
S04 A	Judge of City Court (Substitute)	\$150 per session
S05 A	Judge of City Court	\$500 per session
S06 A	Prosecuting Attorney (Substitute)	\$150 per session
S07 A	Prosecuting Attorney	\$2,500 per month

<b>SCHEDULE D</b>	<b>ANNUAL BASE PAY</b>		
	<b>Title</b>	<b>Pay Grade</b>	<b>Minimum</b>
City Manager	S04	173,400	173,400
Secretary to City Manager	10	40,596	51,299
City Clerk	18B	60,259	75,692
Director of Human Resources	22A	73,705	92,652
Asst. to City Manager / Dir of Communication Asst. to City Manager / Economic Dev. Director of a Planning and Development Director of Park, Recreation and Forestry	25A	85,273	108,517
Fire Chief	25F	102,922	119,666
Director of Finance Director of Public Works	27	97,247	124,573
Police Chief	27P	100,557	127,491

Section 4. From and after June 29, 1994, all full-time non-executive, non-administrative or non-professional employees shall be subject to the work week or work cycle and regulations relating to overtime work, except as noted. A listing of executive, administrative, and professionally designated employees or positions shall be issued by the City Manager.

1. Department directors shall not be paid overtime nor receive compensatory time for hours worked in excess of 40 per week.
2. Department directors may grant compensatory time on a straight time basis to their designated executive, administrative, or professional employees for hours worked in excess of 40 hours per week. Such employees are exempt from FLSA provisions.
3. The normal work week for full-time office, field, maintenance, and police personnel, and for police and fire executive and administrative employees, is set at 40 hours per week.
4. Hours worked in excess of 40 hours per week, when authorized in advance by department directors, may be paid at the rate of time and one-half or in lieu thereof, department directors in their discretion may grant compensatory time off also at the rate of time and one-half up to an accumulation allowable under FLSA provisions.

5. The average work week of Battalion Chiefs shall be 56 hours. They shall not be compensated for any hours in excess of 56 hours.

Section 5.

- A. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for five years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from the sixth (6<sup>th</sup>) year through the seventh (7<sup>th</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
16P	Police Sergeant	\$63
18P	Police Lieutenant	67
20P	Police Captain	71

- B. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for seven years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the eighth (8<sup>th</sup>) year through the tenth (10<sup>th</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
14P	Police Officer	\$49
16P	Police Sergeant	123
18P	Police Lieutenant	132
20P	Police Captain	142

- C. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for ten years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the eleventh (11<sup>th</sup>) year through the fourteenth (14<sup>th</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
14P	Police Officer	\$80

- D. From and after June 28, 2006, initially payable July 14, 2006, the commissioned Police personnel, in the pay grades shown, shall receive compensation for fourteen years consecutive City service, with the exception of military leave of absence, in their present classification in the following amounts, from and after the fifteenth (15<sup>th</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
14P	Police Officer	\$92

- E. From and after June 28, 2006, initially payable July 14, 2006, Paramedic Fire Captains, Firefighters, and Paramedic Firefighters shall receive



compensation for seven (7) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eighth (8<sup>th</sup>) year through the tenth (10<sup>th</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$77
11M	Paramedic Firefighters	77
16M	Paramedic Fire Captains	86

- F. From and after June 28, 2006, initially payable July 14, 2006, Firefighters and Paramedic Firefighters shall receive compensation for ten (10) years consecutive City service, excepting military leave of absence, in their present classification in the following amounts, from the eleventh (11<sup>th</sup>) year through the twentieth (20<sup>th</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$133
11M	Paramedic Firefighters	133
16M	Paramedic Fire Captains	133

- G. The following is only for Firefighters, Paramedic Firefighters, and Paramedic Fire Captains who will be receiving 20 years longevity pay on August 1, 2013, initially payable August 1, 2013, Firefighters, Paramedic Firefighters, and Paramedic Fire Captains shall receive compensation for twenty (20) years consecutive City service, excepting military leave of absence, in their present classification in the following amount, from the twenty-first (21<sup>st</sup>) year:

<u>In Pay Grade</u>		<u>Monthly Amount</u>
11A	Firefighters	\$168
11M	Paramedic Firefighters	168
16M	Paramedic Fire Captains	168

For the purpose of calculating consecutive service in this section, time served in the classifications of Firefighter and Paramedic Firefighter is combined for the same person.

Section 6. From and after June 25, 2008, all full-time employees shall have their hourly rate computed as follows:

1. The hourly rate for all full-time employees, who, according to Section 4, have a set or average work week of 40 hours, shall have their hourly rate computed by multiplying the monthly rate by 12, dividing that product by 2,080.
2. The hourly rate for full-time uniformed Battalion Chiefs of the Fire Department, who, according to Section 4, have an average work week of 56 hours, shall have their hourly rate computed by multiplying the monthly rate by 12, dividing that product by 2,912.

Section 7. Ordinance No. 7082 and all ordinances in conflict herewith are hereby repealed.

Section 8. This ordinance shall take effect and be in force from its passage as provided by law.


PASSED this 27th day of August, 2018.

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK

CERTIFIED TO BE CORRECT AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY





## Council Agenda Item Cover

**MEETING DATE:** August 27, 2018

**AGENDA ITEM TITLE:** *Amended* - An ordinance Fixing the Compensation to be Paid to City Officials and Employees as enumerated herein from and after August 27, 2018, and Repealing Ordinance No. 7082.

**AGENDA SECTION:** Unfinished Business

**CAN THIS ITEM BE RESCHEDULED? :** No

---

### BACKGROUND REVIEW:

This item was submitted on August 13, 2018, to provide for removing the Human Resources Manager position (Pay Grade 15) and adding a Human Resources Generalist position (Pay Grade 12) to Schedule B, and changing the Director of Community Development job title to Director of Planning and Development under Schedule D.

Further review of Ordinance 7082, which was adopted June 25, 2018, and effective July 1, 2018, revealed that a few of the annual rates in Schedule B were not aligned with the hourly rates in Schedule A. This amendment is not a substantial change as Schedule A represents the correct salary structure currently in place and corrections were made to Schedule B to properly align the following annual rates with the hourly rates in Schedule A:

Title	Pay Grade	Minimum	Maximum
Firefighter	11A	no change	62,348
Paramedic Firefighter	11M	no change	69,557
Project Manager Recreation Supervisor II	12B	45,691	58,313
Multi-Discipline Inspector	12C	46,137	58,880
Paramedic Fire Captain	16M	no change	84,689

### RECOMMENDATION:

The City Manager recommends approval.

### ATTACHMENTS:

Ordinance No. 7082 - Amended  
Human Resources Generalist Job Description