

1 INTRODUCED BY COUNCILMAN PARSON
2 NOVEMBER 11, 2024

3
4 BILL NO. 10022

ORDINANCE NO. 9020

5
6 **AN ORDINANCE REPEALING ORDINANCE NO. 8746 ESTABLISHING A**
7 **GRADE AND STEP SCHEDULE FOR FULL TIME CLASSIFIED POSITIONS**
8 **WITHIN THE CITY OF FLORISSANT AND ENACTING IN LIEU THEREOF A**
9 **NEW ORDINANCE AND CONTAINING AN EFFECTIVE DATE CLAUSE.**

10
11 **WHEREAS** the Florissant City Council feels it is prudent and necessary to adjust
12 the existing pay plan;


13
14 **BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLORISSANT, ST. LOUIS**
15 **COUNTY, MISSOURI, AS FOLLOWS:**

16
17 Section 1: Ordinance No. **8746** is hereby repealed.

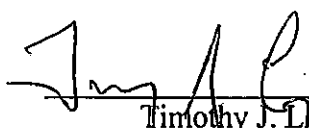
18 Section 2: The following grade and step schedule for each job classification for full-time
19 positions within the service of the City of Florissant is hereby established and attached hereto.

20
21 Section 3: This ordinance shall become in force and effect as of December 2, 2024.


22
23 Adopted this 25 day of NOV, 2024.

24
25 
26 Robert Parson Jr.
27 President of the Council
28 City of Florissant

29
30 Approved this 25 day of NOV, 2024.

31
32 
33 Timothy J. Lowery
34 Mayor, City of Florissant

35
36 ATTEST:

37 
38 Karen Goodwin, MMC/MRCC
39 City Clerk
40
41

2024 Wage Grades and Ranges

| GRADE | 1 | 2 | 3 | 4 | 5 | 6 | 7 (Mid) | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|
| 1 | 17.20 | 17.72 | 18.25 | 18.80 | 19.36 | 19.94 | 20.54 | 21.16 | 21.79 | 22.44 | 23.11 | 23.80 | 24.51 | 25.25 |
| 2 | 35.776.00 | 36.857.60 | 37.960.00 | 39.104.00 | 40.288.60 | 41.476.20 | 42.723.20 | 44.012.80 | 45.323.20 | 46.676.20 | 48.068.80 | 49.504.00 | 50.980.80 | 52.520.00 |
| 3 | 18.41 | 18.96 | 19.53 | 20.12 | 20.72 | 21.34 | 21.98 | 22.64 | 23.32 | 24.02 | 24.74 | 25.48 | 26.24 | 27.03 |
| 4 | 38.292.80 | 39.436.80 | 40.622.40 | 41.849.60 | 43.097.60 | 44.397.20 | 45.716.40 | 47.091.20 | 48.505.60 | 49.967.60 | 51.459.20 | 52.988.40 | 54.579.20 | 56.222.40 |
| 5 | 19.69 | 20.28 | 20.89 | 21.52 | 22.17 | 22.83 | 23.52 | 24.23 | 24.96 | 25.71 | 26.48 | 27.27 | 28.09 | 28.93 |
| 6 | 40.955.20 | 42.182.40 | 43.451.20 | 44.761.60 | 46.113.60 | 47.488.40 | 48.921.60 | 50.398.40 | 51.916.80 | 53.476.80 | 55.078.40 | 56.721.60 | 58.427.20 | 60.174.40 |
| 7 | 20.38 | 20.89 | 21.62 | 22.27 | 22.94 | 23.63 | 24.34 | 25.07 | 25.82 | 26.59 | 27.39 | 28.21 | 29.06 | 29.93 |
| 8 | 42.380.40 | 43.699.20 | 44.989.60 | 46.321.60 | 47.716.20 | 49.150.40 | 50.627.20 | 52.145.60 | 53.705.60 | 55.307.20 | 56.971.20 | 58.676.80 | 60.444.80 | 62.264.40 |
| 9 | 21.11 | 21.74 | 22.39 | 23.06 | 23.75 | 24.46 | 25.19 | 25.95 | 26.73 | 27.53 | 28.36 | 29.21 | 30.09 | 30.99 |
| 10 | 43.908.80 | 45.219.20 | 46.571.20 | 47.964.80 | 49.400.00 | 50.876.80 | 52.395.20 | 53.976.00 | 55.598.40 | 57.262.40 | 58.988.80 | 60.756.80 | 62.587.20 | 64.459.20 |
| 11 | 22.67 | 23.25 | 23.85 | 24.67 | 25.41 | 26.17 | 26.95 | 27.76 | 28.59 | 29.45 | 30.33 | 31.24 | 32.18 | 33.15 |
| 12 | 46.945.60 | 48.360.00 | 49.816.00 | 51.313.60 | 52.852.80 | 54.433.60 | 56.056.00 | 57.740.80 | 59.467.20 | 61.256.00 | 63.086.40 | 64.979.20 | 66.934.40 | 68.952.00 |
| 13 | 24.15 | 24.87 | 25.62 | 26.39 | 27.18 | 28.00 | 28.84 | 29.71 | 30.60 | 31.52 | 32.47 | 33.44 | 34.44 | 35.47 |
| 14 | 50.232.00 | 51.729.60 | 53.289.60 | 54.891.20 | 56.534.40 | 58.240.00 | 59.987.20 | 61.796.80 | 63.648.00 | 65.561.60 | 67.537.60 | 69.555.20 | 71.635.20 | 73.777.60 |
| 15 | 25.84 | 26.62 | 27.42 | 28.24 | 29.09 | 29.96 | 30.86 | 31.79 | 32.74 | 33.72 | 34.73 | 35.77 | 36.84 | 37.95 |
| 16 | 53.747.20 | 55.369.60 | 57.033.60 | 58.739.20 | 60.507.20 | 62.318.80 | 64.188.80 | 66.123.20 | 68.099.20 | 70.137.60 | 72.238.40 | 74.401.60 | 76.627.20 | 78.936.00 |
| 17 | 27.66 | 28.49 | 29.34 | 30.22 | 31.13 | 32.06 | 33.02 | 34.01 | 35.03 | 36.09 | 37.16 | 38.27 | 39.42 | 40.60 |
| 18 | 57.532.80 | 59.256.20 | 61.027.20 | 62.857.60 | 64.750.40 | 66.684.80 | 68.691.60 | 70.740.80 | 72.862.40 | 75.046.40 | 77.292.80 | 79.601.60 | 81.993.60 | 84.448.00 |
| 19 | 28.69 | 30.48 | 31.39 | 32.33 | 33.30 | 34.30 | 35.33 | 36.39 | 37.48 | 38.60 | 39.76 | 40.95 | 42.18 | 43.45 |
| 20 | 61.547.20 | 63.398.40 | 65.291.20 | 67.248.40 | 69.264.00 | 71.344.00 | 73.488.40 | 75.691.20 | 77.958.40 | 80.288.00 | 82.700.80 | 85.176.00 | 87.734.40 | 90.378.00 |
| 21 | 31.85 | 32.60 | 33.58 | 34.59 | 35.63 | 36.70 | 37.80 | 38.93 | 40.10 | 41.30 | 42.54 | 43.82 | 45.13 | 46.48 |
| 22 | 65.832.00 | 67.808.00 | 69.846.40 | 71.947.20 | 74.110.40 | 76.338.00 | 78.624.00 | 80.974.40 | 83.408.00 | 85.904.00 | 88.483.20 | 91.145.60 | 93.870.40 | 96.678.40 |
| 23 | 33.87 | 34.69 | 35.94 | 37.02 | 38.13 | 39.27 | 40.45 | 41.66 | 42.91 | 44.20 | 45.53 | 46.90 | 48.31 | 49.76 |
| 24 | 70.449.60 | 72.571.20 | 74.765.20 | 77.001.60 | 79.310.40 | 81.681.60 | 84.136.00 | 86.682.80 | 89.262.80 | 91.892.80 | 94.702.40 | 97.552.00 | 100.484.80 | 103.500.80 |
| 25 | 36.25 | 37.34 | 38.45 | 39.61 | 40.80 | 42.02 | 43.28 | 44.58 | 45.92 | 47.30 | 48.72 | 50.18 | 51.69 | 53.24 |
| 26 | 73.400.00 | 77.667.20 | 79.996.80 | 82.389.60 | 84.864.00 | 87.401.60 | 90.022.40 | 92.726.40 | 95.513.60 | 98.384.00 | 101.337.60 | 104.374.40 | 107.515.20 | 110.739.20 |
| 27 | 38.79 | 39.95 | 41.15 | 42.38 | 43.65 | 44.95 | 46.31 | 47.70 | 49.13 | 50.60 | 52.12 | 53.68 | 55.29 | 56.95 |
| 28 | 80.663.20 | 83.066.00 | 85.582.00 | 88.150.40 | 90.782.00 | 93.516.80 | 96.324.80 | 99.216.00 | 102.100.40 | 105.248.00 | 108.409.60 | 111.684.40 | 115.003.20 | 118.458.00 |

1 INTRODUCED BY COUNCILMAN PARSON
2 NOVEMBER 11, 2024

9019

3
4 BILL NO. 10021

ORDINANCE NO.

5
6 **ORDINANCE AMENDING CHAPTER 125 "PERSONNEL", ARTICLE**
7 **II "CLASSIFICATION OF POSITIONS" SECTION 125.065 "WAGE**
8 **INCREASE AND SCHEDULE" BY DELETING IT IN ITS ENTIRETY**
9 **AND REPLACING IT.**

10
11 WHEREAS a compensation study was performed by an outside firm to research relevant
12 pay scales and has recommended changes to allow the city to be more competitive; and

13 WHEREAS the City Council feels that it is in the best interest of the city to adopt a new
14 pay scale to address issues brought forth by the Administration; and

15
16 **NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF**
17 **FLORISSANT, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:**

18
19 Section 1: Chapter 125 "Personnel", Article II "Classification of Positions", section 125.065
20 "Wage Increase and Schedule" is hereby amended by deleting it in its entirety and replacing it
21 with the following:
22

23 **Section 125.065 Wage Increase and Schedule.**

24 **A. Non-Police Department Employees.**

25 **1. Job Classification and Grade Level – Generally.**
26

| Job Classification | Grade Level |
|--------------------------------------|--------------------|
| Bus Driver | 1 |
| Custodian | 1 |
| Mailroom/Printing Clerk | 1 |
| Receptionist | 1 |
| Assistant Court Clerk | 3 |
| Office Clerk I | 3 |
| Prosecuting Attorney Clerk | 3 |
| Maintenance Worker I | 4 |
| Administrative Assistant | 5 |
| Office Clerk II | 5 |
| Theatre Technical Coordinator | 5 |
| Assistant Golf Clubhouse Manager | 6 |
| Assistant Golf Course Superintendent | 6 |

| | |
|--|----|
| Account Technician | 6 |
| Assistant Theatre Manager | 6 |
| Recreation Specialist | 6 |
| E-Sports Manager | 6 |
| Executive Assistant | 6 |
| Code Enforcement Officer | 6 |
| Maintenance Worker II | 6 |
| Mechanic - Fleet | 6 |
| Media Production Specialist | 6 |
| Senior Citizens Program Manager | 6 |
| Building Maintenance | 7 |
| Crew Leader | 7 |
| Deputy City Clerk | 7 |
| Deputy Court Clerk | 7 |
| Human Resources Specialist | 7 |
| Community Development Specialist | 7 |
| Recreation Supervisor | 7 |
| Building Inspector I - Property Maintenance/Housing | 7 |
| Forester | 7 |
| Engineering Technician | 8 |
| Building Inspector II – Multi-Building | 8 |
| IT System Support Technician | 8 |
| Crew Foreman | 9 |
| Recreation Manager | 9 |
| Plan Reviewer | 10 |
| Combination Commercial Inspector | 10 |
| Mechanic Supervisor - Fleet | 10 |
| Golf Clubhouse Manager | 10 |
| Golf Course Superintendent | 10 |
| Center Director | 10 |
| Building Maintenance Supervisor | 11 |
| Information Technology Administrator | 12 |

| | |
|---|----|
| Theatre Manager | 12 |
| Communications & Media Manager | 12 |
| Superintendent – Health | 12 |
| Superintendent – Parks | 12 |
| Superintendent – Recreation | 12 |
| Superintendent - Streets | 12 |
| Director of Community Development & Housing | 12 |
| Building Commissioner | 13 |
| City Engineer | 14 |
| Assistant Director of Finance | 14 |

27
28
29 2. This Section shall not be in any way construed to authorize a wage range above the
30 maximum wage set forth in the grade and step schedule for each job classification.
31

32 3. Each person in the service of the City of Florissant shall be eligible for an annual wage
33 increase and lateral move to the next higher step within his or her respective grade in January,
34 beginning of a chosen pay period, conditioned upon the completion of a successful performance
35 review. New hires must have completed six (6) months of service to be eligible for an annual
36 wage increase. No annual wage increase shall exceed the final step established for any grade.
37 All increases and effective dates are at the discretion and approval of the Mayor.
38

39 4. New employees with appropriate education and prior years of training and experience
40 may be employed at any wage step within the respective grade for their job classification based
41 upon the recommendation of the Department Head with the approval of the Mayor.
42

43 5. Every employee transferred from one job classification to a job classification of equal
44 wage range shall receive the same compensation he/she received in the original job classification
45 until his/her length of service in the new job classification qualifies him/her for a higher salary.
46

47 6. Every employee promoted from one job classification to a job classification of a higher
48 pay grade shall receive the compensation of the grade in the new position that would increase
49 his/her compensation by a minimum of five percent (5%) over and above the compensation paid
50 for the grade from which he/she was transferred, or the starting pay for that grade, whichever is
51 greater.
52

53 7. Hours worked by employees in the classified service of the City in excess of forty (40)
54 hours in any work week shall be compensated at one and one-half (1½) times the basic hourly
55 pay or by compensatory time as authorized by Federal law at the rate of time and one-half (1½)
56 for any overtime hours, unless such employee is exempt from overtime under applicable law.
57 "Hours worked" shall include all paid leave time, such as for sick leave, vacation, holiday or
58 bereavement leave, for purposes of overtime calculations.
59 Any employee required to perform overtime work after completion of normal work hours shall be
60 compensated for the total time worked. If an employee is recalled to perform work after having
61 completed his/her regular schedule, he/she shall be compensated for not less than two (2) hours as
62 a minimum, whether or not the actual amount of time spent is less than such number of hours.

63 8. Exempt Employees. Except as herein otherwise provided, the compensation for
64 unclassified employees as identified in Article X, Section 10.1(1) of the Florissant City Charter,
65 shall constitute the total annual compensation for the services provided and no additional
66 compensation by way of overtime pay or holiday pay shall be paid any person occupying one (1)
67 of said positions.
68

69 9. The Mayor of the City of Florissant is hereby authorized to establish guidelines which
70 shall be approved by the Council to determine if an employee of the City paid under this Section
71 is entitled to additional time off with pay as a result of meritorious service to the City. The
72 guidelines herein authorized shall contain provisions which shall limit the number of days off so
73 granted to any one (1) employee to a maximum of three (3) days per fiscal year. Every employee
74 transferred from one job classification to a job classification of equal or higher wage range shall
75 receive the same compensation he/she received in the original job classification until his/her
76 length of service in the new job classification qualifies him/her for a higher salary.
77

78 10. The normal workweek for full-time classified employees shall be forty (40) hours.
79

80 11. Periodic Grade and Step Wage Review. The Florissant City Council will review the
81 grade and step wage schedule annually and approve adjustments as necessary to keep the
82 classified wage plan competitive.
83

84 B. Police Department Employees.
85

86 1. Job Classification – Police.
87

| Job Classification |
|---------------------|
| Corrections Officer |
| Dispatcher |

| Job Classification |
|--|
| Probationary Police Officer |
| Police Officer Crime Analyst |
| Police Sergeant Police Accreditation/Communications Manager |
| Police Lieutenant |
| Police Captain |
| Police Major |
| Chief of Police |

2. Uniformed Personnel Grade and Step Schedule. The grade and step schedule for each job classification for full-time uniformed personnel positions within the service of the City of Florissant are hereby established and a copy of same is held on file in the City offices.

3. Uniformed Employees.

a. Each person in the uniformed service of the City of Florissant shall be eligible for an annual wage increase and lateral move to the next higher step within their respective grade in January, beginning of a chosen pay period, upon the completion of a successful performance review. New hires must have completed six (6) months of service to be eligible for an annual increase. No annual wage increase shall exceed the final step established for any grade. All increases and effective dates are at the discretion and approval of the Mayor.

b. Every uniformed employee promoted from one job classification to a job classification of a higher pay grade shall receive the compensation of the first pay grade and step in the new position.

4. Exempt Employees. Except as herein otherwise provided, the compensation for unclassified employees as identified in Article X, Section **10.1(1)** of the Florissant City Charter, plus the addition of the Major, Captain and Lieutenant positions, shall constitute the total annual compensation for the services provided and no additional compensation by way of overtime pay or holiday pay shall be paid any person occupying one (1) of said positions. The normal work week for full-time unclassified employees plus the Major, Captain and Lieutenant positions shall be forty (40) hours per week.

115 5. Police Department.
116

117 a. The Police Major may be appointed by and serve at the discretion of the Chief
118 of Police. A Major reduced in rank by the Chief of Police will be returned to the last
119 commissioned rank in which he or she had successfully completed their probationary
120 period and shall have no right to appeal this reduction in rank.
121

122 b. Police Officers may be assigned to and removed from the Detective Bureau at
123 the discretion of the Chief of Police.
124

125 c. A Dispatcher, assigned by the Chief of Police as a Lead Dispatcher, shall be
126 compensated at the rate of two hundred dollars (\$200.00) per month additional salary
127 while performing the duties of same. A Lead Dispatcher shall be selected and removed
128 by the Chief of Police at any time.
129

130 d. New full-time employees with prior appropriate education and experience
131 within police department fields may be employed at any wage step for their job
132 classification based upon the number of years of prior experience, as determined and
133 approved by the Chief of Police.

134 e. Every employee promoted from one job classification to a job classification of
135 a higher pay grade shall receive the compensation of the first step in the new pay grade.
136

137 f. Whenever a holiday, as listed in Section 125.295 of the Florissant City Code,
138 occurs during any pay period, each employee serving in the job classification of Sergeant,
139 Police Officer, Probationary Police Officer, Dispatcher, or Corrections Officer shall
140 receive, in addition to the regular pay for the pay period, a sum equal to eight (8) hours
141 regular pay or holiday pay.
142

143 g. The normal work schedule for full-time uniformed employees in the Police
144 Department that are covered by this pay ordinance shall be determined by the Chief of
145 Police and such schedule shall comply with any and all applicable Federal and State laws
146 and regulations. Any time worked in excess of the normal work schedule shall entitle the
147 employee to compensation based upon time and one-half (1½) of the regular rate or
148 compensatory time as authorized by applicable Federal and State law except for those
149 positions identified as exempt.
150

151 h. An Academy Recruit shall enter the pay plan on the Probationary Police
152 Officer scale and upon graduation move to Police Officer at the discretion of the Chief of
153 Police and approval of the Mayor. After one (1) year of experience and successful

154 completion of the probationary period the Police Officer shall be eligible to progress
155 through the pay schedule at the discretion of the Chief of Police and approval of the
156 Mayor during the annual evaluation period.
157

158 6. Periodic Grade and Step Wage Review. The Florissant City Council will review the
159 grade and step wage schedule annually and approve adjustments as necessary to keep the Police
160 wage plan competitive.
161

162 Section 2: This ordinance shall become in force and effect on December 2, 2024.
163

164 Adopted this 25 day of Nov, 2024.

165
166
167 Robert Parson Jr., Council President
168

169 Approved this 25 day of Nov, 2024.

170
171 Timothy J. Lowery, Mayor
172

173 ATTEST

174 Karen Goodwin, MPPA/MMC/MRCC
175 City Clerk
176