

Bill No. 4674

Ordinance No. _____

Requested by: Samantha Shadrach

Sponsored by: Council as a Whole

AN ORDINANCE AMENDING SECTIONS 115.320, 115.330, 115.670, 115.710, 115.720, 115.721 AND 115.722 OF THE ORDINANCES OF ST. CHARLES COUNTY MISSOURI (“OSCCMo”), ALL CONCERNING THE PERSONNEL ADMINISTRATION PLAN, INCLUDING BUT NOT LIMITED TO BENEFITS

WHEREAS, the St. Charles County Human Resources Department has recommended to the County Executive amendments to the Personnel Administration Plan relating to Provided Benefits and certain other matters; and

WHEREAS, the Merit Commission met on November 21, 2018 and concurred on the Human Resources Department’s recommendation on the Amendments to the Classification Plan per Section 7.502.2 of the County Charter; and

WHEREAS, these recommendations will require the amendment of Sections 115.320, 115.330, 115.670, 115.710, 115.720, 115.721 and 115.722, OSCCMo.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Section 115.320 of the OSCCMo. is hereby amended as follows (additions in **bold** type, deletions in [~~bracketed and stricken~~] type:

Section 115.320: Provided Benefits

A. A list of current carriers and telephone numbers is maintained by the Department of Human Resources, and shall be available to all employees upon request.

1. *Health insurance.* Health insurance shall be provided to all employees occupying permanent full-time and permanent percentage-time positions working sixty percent (60%) hours or more and elected officials, effective on the first date of active employment.

a. The County shall pay the entire cost of the individual basic coverage for full-time employees and percentage-time employees except as specified herein. No more than one-half ($\frac{1}{2}$) of the cost of dependent coverage shall be paid by the full-time employees, which may be done by payroll deduction on a pre-tax basis. Any additional costs for individual or family coverage, whether due to enhanced coverage or more costly insurance options offered by the County, shall be at the employees' expense. The County's contribution to the cost of employee or dependent coverage for percentage-time employees assuming their positions on or after July 31, 2002, shall be a portion of the amount provided for full-time employees which is equal to the employee's percentage of full-time employment.

b. Employees shall enroll during the first thirty (30) days of employment; the effective date will be retroactive up to thirty (30) days, back to the first day of

employment. Changes may only be made during the next open enrollment period (usually in November of each year), or within thirty (30) days of a qualifying event such as marriage, birth, adoption, change in dependent's employment status, etc.

c. Employees or their dependents, covered under the County's health plan, leaving the employment of the County or no longer covered may have the right to continue their coverage for a specified period of time at their own expense [plus two percent (2%)] pursuant to provisions of Federal law.

d. Coverage for families of employees killed in line of duty.

(1) The spouse of an employee killed in the line of duty as a result of his or her employment with the County may continue to participate in the County health insurance program on the same terms and at the same rates as though the employee was still in the employ of the County until the spouse is eligible for Medicare or remarries. Further, the spouse may continue coverage of dependent children as defined in the County's health care plan.

(2) "Killed in the line of duty" includes any deliberate killing of an employee by another person as a result of the employee's work for the County or the death of the employee while on duty and directly arising from an accident

incidental to the employee's performance of his or her job duties.

2. *Dental insurance.* Dental insurance shall be provided to all employees occupying permanent full-time and permanent percentage-time positions working sixty percent (60%) hours or more and elected officials, effective beginning on the first date of active employment.

a. The County shall pay the entire cost of the individual basic coverage for full-time employees and percentage-time employees except as specified herein. No more than one-half ($\frac{1}{2}$) of the cost of dependent coverage shall be paid by the full-time employees, which may be done by payroll deduction on a "pre-tax" basis. Any additional costs for individual or family coverage, whether due to enhanced coverage or more costly insurance options offered by the County, shall be at the employees' expense. The County's contribution to the cost of employee or dependent coverage for percentage-time employees assuming their positions on or after July 31, 2002, shall be a portion of the amount provided for full-time employees which is equal to the employee's percentage of full-time employment.

b. Employees must enroll in the dental insurance program during the first (1st) thirty (30) days of employment; the effective date will be retroactive up to

thirty (30) days, back to the first day of employment.

3. *Life insurance.* Term life insurance and accidental death and dismemberment coverage is provided to all employees occupying permanent full-time and permanent percentage-time positions working sixty percent (60%) hours or more and elected officials, effective beginning on the first date of active employment. The County pays the entire cost of the premium for full-time and sixty percent (60%) or better percentage-time employees except for those sixty percent (60%) time or better percentage-time employees appointed on or after July 31, 2002, where the County's contribution will be proportional to the employee's percentage of full-time employment.
 - a. A benefit of one (1) times the annual salary or a minimum of fifty thousand dollars (\$50,000.00) of term life is provided until age sixty-five (65).
 - b. Benefit reductions at specified ages or limitations in coverage may occur in accordance with the insurance certificate.
 - c. Employees may elect to purchase additional life insurance through payroll deduction for themselves and their dependents.
 - d. Employees must enroll in the life insurance program during the first (1st) thirty (30) days of employment or during open enrollment.

4. *Long term disability plan.* Long term disability shall be provided to all employees occupying permanent full-time and permanent percentage-time positions working sixty percent (60%) hours or more, ~~[and]~~ full-time elected officials, and **is** optional for the County Council, effective beginning with the first date of active employment. The County pays the entire cost of the premium for full-time and pro-rated premium for sixty percent (60%) or ~~[better]~~ **more** percentage-time employees. ~~[Employees must enroll in the long term disability plan during the first (1st) thirty (30) days of employment.]~~ Determinations of disability are made by the insurance provider according to its policy provisions. **Any employee who is determined by the plan as qualified or approved for such long-term disability benefits, may apply for and receive long-term disability payment for as long as the employee is on FMLA leave status. Once the employee who is deemed qualified or approved by the plan for long-term disability benefits exhausts his/her entire FMLA leave, he/she shall not accept any further long-term disability payment without first resigning his/her position with the County.** ~~[Employees who apply for and receive long term disability are receiving such payment in lieu of continued employment with the County. The employee who is determined by the plan as qualified or approved for such disability payment shall, therefore, not accept such disability payment until they have resigned their position with the County.]~~

5. *Retirement plan.* Employees, as defined by the LAGERS Plan in the Code of State Regulations and as approved by St. Charles County, shall have the entire cost of the retirement plan paid by the County. Employees occupying positions normally requiring at least one thousand five hundred (1,500) hours of work a year are eligible for LAGERS credit as follows:
 - a. Six (6) or more hours a day of work shall be regarded as a day of credited service; and
 - b. Fifteen (15) or more days of credited service as defined in the Code of State Regulations rendered in a calendar month shall be considered a month of service. Retirement benefits paid to retirees shall be paid under the LAGERS benefit plan that was in effect on their last day of County employment.
6. *Deferred compensation match benefit.* A deferred compensation match known as the "401(a) Plan" may be provided to all full-time employees, both merit and non-merit, permanent percentage-time employees who work at least sixty percent (60%) of full-time hours, and elected officials who participate in the County Deferred Compensation Plan, also known as the "Chapter 457 Plan," and who have completed six (6) months in the County's service and who have received an **average**

score of **three (3.0)** or higher, **or a total score of fifty-one (51) or higher** on their most recent performance evaluation.

- a. The benefit is a dollar-for-dollar match per pay period up to the maximum percent of salary matched based on length of service for each pay period in which the employee contributes to the Deferred Compensation Plan. The minimum contribution to a Chapter 457 account shall be twelve dollars fifty cents (\$12.50) per pay period, and all contributions shall be through payroll deduction. This benefit is not payable on additions to salary such as overtime, accumulated compensatory time or any leave balance payout and is subject to annual appropriation. The schedule for match is as follows:

Length of Service	Maximum Percentage of Salary Matched
At least 6 but less than 60 months	3.00%
At least 60 but less than 144 months	3.25%
At least 144 but less than 216 months	3.50%
At least 216 but less than 288 months	3.75%
288 months or more	4.00%

If an employee passes a length of service milestone during a pay period, the increase to the next matching percentage shall take effect the following pay period.

- b. The County may provide a deposit of a certain dollar amount as an incentive during a specified

pay period when an appropriation for such deposit is authorized in the County's budget.

- c. Upon deposit into the employee's 401(a) account, any such monies become the property of the employee. The 401(a) account is portable. An employee may withdraw or transfer balance as allowed by the Internal Revenue Code and regulations.
 - d. Participating employees shall be responsible for any and all plan or plan provider fees.
7. *Employee assistance program.* This service is available to employees and immediate family members who may have personal or family problems off the job which affect the employees. The program provides no-cost confidential counseling to employees and their families on issues such as marital and family problems, drug or alcohol abuse, credit problems, etc. The Human Resources Director shall provide a brochure describing the benefits available through the employee assistance program upon employees' requests.
8. *Educational assistance program.* This assistance program is available to all permanent full-time and permanent percentage-time employees working sixty percent (60%) time or more. Full-time employees may receive the maximum benefit amount per calendar year as provided by the program. Percentage employees may receive a maximum benefit

proportional to the employee's percentage of employment. The Human Resources Director or the designee shall provide program documents as well as an application upon an employee's request. Reimbursement of funds due and owing from an employee where separation from County employment or change to intermittent status is not the result of discipline or job abandonment pursuant to the St. Charles County Personnel Administration Program, Chapter **115** of the Ordinances of St. Charles County, Missouri may be waived.

Section 2. Section 115.330 of the OSCCMo. is hereby amended as follows (additions in **bold** type, deletions in [~~bracketed and stricken~~] type:

Section 115.330 Optional Employee Benefits.

- A. *Short Term Disability Plan.* Employees may purchase short term disability insurance at their own expense through payroll deduction, subject to eligibility criteria of the insurance provider. Determinations of disability are made by the insurance provider according to its policy provisions.
- B. *Deferred Compensation Plan.* This program is provided as a convenience to the employees. The County does not contribute any funds. The plan allows employees to divert, through payroll deduction, up to the maximum amount allowed by IRS regulations before taxes and have the money invested for their retirement. [~~The County has three (3) different plans available to employees.~~]

C. *Flexible Spending Account (Chapter 125 Plan)*. This program is provided as a convenience to the employees and the County does not contribute any funds.

1. Through payroll deduction, employees occupying full-time and percentage-time positions may divert pre-taxed earnings into special accounts. The employees may be reimbursed from these accounts for eligible medical, dental and child care expenses during the year upon presentation of receipts. This has the effect of paying these bills with pre-taxed dollars.

2. Employees shall enroll during the first (1st) thirty (30) days of employment and changes may only be made during the next open enrollment period except in the case of a qualifying event such as marriage, birth, adoption or change of employment status.

D. *Pre-Tax Parking Garage Fees (IRC Sect. 132(f)(1)(C))*. This program is provided as a convenience to County employees who receive a parking pass from the City of St. Charles paid through payroll deductions.

1. Through payroll deduction, employees occupying full-time and percentage-time positions who hold parking passes for the City of St. Charles' parking garage may have those fees deducted from pre-taxed earnings on a semi-monthly basis.

2. Employees may enroll, change or terminate their participation in the pre-tax deduction at the beginning of any pay period. Changes are effective at the beginning of a pay period.

E. *Credit Union.* Participation in the credit union is available to County employees through payroll deduction. Enrollment forms are available from the Department of Human Resources.

Section 3. Section 115.670 of the OSCCMo. is hereby amended as follows (additions in **bold** type, deletions in [~~bracketed and stricken~~] type:

Section 115.670 Basic Pay Plan -- Salary Conversion

The salaries to be granted to St. Charles County Government employees effective December [~~21, 2017~~]**20, 2018**, shall be governed by conversion to the charts effective December [~~21, 2017~~]**20, 2018**, contained herein Section 115.710, Pay Grade Assignments, and Section 115.720, Pay Schedule. Pursuant to the Charter's requirements that salaries of elected officials be fixed by ordinance, such salaries shall be calculated annually as follows: The Human Resources Director shall calculate annual salary increases since the last time elected officials' salaries were increased, reflecting the average annual raise for all employees that elected officials would have received but for the prohibition against increasing such officials' salaries during their term of office. As set forth in the Charter and State law, no elected official's salary shall be increased during that elected official's term of office but rather the salary that shall be effective for each elected official at the start of a new term of office as provided in

Section 115.722, OSCCMo. The rate of pay for County Government employees shall be determined in accordance with the following procedures:

- A. Employees reclassified and/or upgraded during the budget process will be effective December [~~21, 2017~~]**20, 2018**, and processed in accordance with Section 115.620, Rate of Pay — Reallocation to a Different Classification, and then will be converted.
- B. Effective December [~~21, 2017~~]**20, 2018**, all classification titles are to be assigned to the pay grades as revised in Section 115.710 Pay Grade Assignments.
- C. **Effective December 20, 2018, the pay chart as revised in Section 115.720 Pay Schedule, will be utilized in converting salaries for all County employees. All full-time, percentage-time, and intermittent employees at or below the calendar year 2019 maximum of the range will receive the pay chart adjustment of one percent (1.0%).**
- ~~C~~D. Following the calculation to provide the pay chart adjustment in accordance with Subsection[~~(D)~~] C, regular full-time and percentage-time employees will receive an additional increase of ~~three~~ **two** percent (~~[3]~~**2.0**%) provided they received **an average score of three (3) or above, or a [~~three (3.0)] total score of 51 or higher~~ better** rating on their [~~2017~~]**2018** performance evaluation dated on or after July 1, [~~2017~~]**2018**, in accordance with the following procedures:

1. Employees who occupied their position (or similar position in the same pay grade) for the entire calendar year of [~~2017~~]**2018** will receive the merit increase effective December [~~21, 2017~~]**20, 2018**.
2. Employees who were appointed to an eligible position (other than by promotion or demotion) in calendar year [~~2017~~]**2018** will be eligible to receive the increase following twelve (12) months of service in an eligible position.
3. Employees who were promoted during calendar year [~~2017~~]**2018** will be eligible for the increase December [~~21, 2017~~]**20, 2018**, or at the end of their promotional probationary period, whichever is later.
4. Employees who voluntarily transferred or demoted to a position in a lower pay grade; or were returned to their former position for failing to satisfactorily complete a promotional probationary period during calendar year [~~2017~~]**2018** will be eligible for the increase December [~~21, 2017~~]**20, 2018**.
5. Employees who were demoted as a result of disciplinary action during calendar year [~~2017~~]**2018** will be eligible to receive the increase December [~~21, 2017~~]**20, 2018**, or upon completion of six (6) months of service in the position, whichever is later.

6. Employees with a temporary reduction in pay as a result of disciplinary action will receive the increase based on their normal base salary, and the temporary reduction in pay specified in the disciplinary action will be subtracted for the balance of the temporary reduction.
 7. Employees with a temporary increase for additional duties and responsibilities will receive the percentage increase based on the classification and pay grade of the temporary duties and responsibilities for the duration of the temporary duties. When the employee returns to his or her former position, the base pay and salary increase will be recalculated for the remainder of the year as though the temporary assignment had not occurred.
 8. Intermittent employees are not eligible for the [~~three~~] **two** percent (~~[3]~~**2**%) increase, nor will time spent in an intermittent position be counted toward eligible service if appointed to a regular full-time or percentage-time position.
 9. Employees who exceed the maximum of the revised pay range are not eligible for the merit increase.
- [~~D~~]E. Employees appointed to a term position for a specified term of years and/or appointed under a session rate are not covered under these provisions as their salaries are set by the County Executive.

[E]F. Commissioned peace officers in the Police Department, Sheriff's Department, Department of Corrections, Parks Department and Prosecuting Attorney's office may also receive additional percentage increases when authorized by the Director of Administration following recognition under the Educational Attainment Program for each of the following: two percent (2%) for attainment of an Associate's Degree or equivalent hours, two percent (2%) for attainment of a Bachelor's Degree, and one percent (1%) for attainment of a Master's Degree. Such programs shall be accredited by accrediting agencies or state approval agencies recognized by the U.S. Secretary of Education. Commissioned peace officers in the Police Department, Sheriff's Department, Department of Corrections, Parks Department and Prosecuting Attorney's office may also receive additional percentage increases for completion of degrees or certificates from accredited programs as approved by the Director of Administration following consultation with the appointing authority and the Director of Human Resources. Recognition under education attainment may exceed the maximum of the range, when necessary to receive the authorized increase. Employees in highly technical engineering or information technology fields may also receive additional percentage increases for completion of degrees or certificates from accredited programs as approved by the Director of Administration following consultation with the appointing authority and the Director of Human Resources.

~~[F]~~G. The rank of Corporal may be bestowed by the Chief of Police and Sheriff to any Police Officer, Deputy-Bailiff, Deputy-Prisoner Transport, or Deputy-Process Server as limited by the County budget. Employees with such rank shall be awarded a five percent (5%) salary increase while remaining in their current pay grade assignment, even if such increase exceeds the maximum salary in the pay grade. Employees holding the rank of Corporal at the time they are promoted shall have their promotional increase calculated using their pay as a Corporal as the base pay.

[G]H. The Director of Administration may authorize reward and recognition program(s) for outstanding employees. The award may include additional paid time off that the recipient must use within one (1) calendar year from the date of the award, and/or other rewards of nominal value.

~~[H]~~I. The Director of Administration may authorize additional percentage increases, when reclassification or promotion is not utilized to sufficiently compensate employees for extenuating circumstances that affect pay equity following consultation with the appointing authority and the Director of Human Resources

Section 4. Section 115.710 of the OSCCMo. is hereby deleted in its entirety and replaced with the following:

Section 115.710. Pay Grade Assignments.

CLASS CODE	CLASS TITLE	PAY GRADE
1053	Account Clerk II	113
1055	Account Clerk III	202
1028	Address Coordinator	202
1061	Administrative Assistant — Associate	114
1062	Administrative Assistant — Intermediate	203
1063	Administrative Assistant — Senior	205
5007	Advanced HVAC Technician	206
5004	Advanced Maintenance Technician	204
6300	Airport Maintenance Specialist	204
3901	Animal Care Attendant	110
3922	Animal Control Officer	202
2125	Application Engineer	210
2120	Applications Analyst	210
2524	Appraisal Manager	210
1096	Archives Technician	202
2559	Assessment GIS Manager	206
2047	Assistant Assessor — Real Estate	301
2082	Assistant Auditor	210
2044	Assistant County Collector	210
2268	Assistant County Counselor	209
2041	Assistant County Engineer	303

CLASS CODE	CLASS TITLE	PAY GRADE
1087	Assistant Court Clerk I	109
1086	Assistant Court Clerk II	113
2097	Assistant Director — Corrections Custody and Security	302
2098	Assistant Director — Corrections Operations and Support Services	302
2043	Assistant Director — Elections	210
9120	Assistant Director – Emergency Communications	303
2099	Assistant Director — Facilities Management	303
2095	Assistant Director — Finance	303
4137	Assistant Director — Health Services Administrator	302
2094	Assistant Director — Human Resources	302
2107	Assistant Director — Information Systems	304
2100	Assistant Director — Parks and Recreation	302
2089	Assistant Director — Public Health	303
8190	Assistant Director — Workforce and Business Development	210
6015	Assistant District Supervisor	207
4136	Assistant Health Services Coordinator	210
2566	Assistant Market Research Coordinator	203
2251	Assistant Prosecuting Attorney I	209
2254	Assistant Prosecuting Attorney II	210

CLASS CODE	CLASS TITLE	PAY GRADE
2258	Assistant Prosecuting Attorney III	303
2261	Assistant Prosecuting Attorney IV	304
2045	Assistant Recorder of Deeds	210
2172	Assistant Superintendent of Parks	207
4143	Assistant Supervisor — Food Services	114
2266	Associate County Counselor	304
2415	Audio Visual Engineer	205
6016	Bridge Foreman	206
3102	Building Inspector I	204
3105	Building Inspector II	205
2112	Business Analyst	208
2115	Business Analyst Lead	209
2116	Business Analyst Manager	210
2104	Business Applications Manager	302
4915	CALEA Manager	301
8150	Career Counselor	204
5000	Carpenter I	114
5001	Carpenter II	202
5002	Carpenter III	205
3928	Chief Animal Control Officer	205
5028	Chief Death Investigator	207

CLASS CODE	CLASS TITLE	PAY GRADE
2356	Chief Inspector	209
2287	Chief Investigator	209
6057	Chief Mechanic	205
2284	Chief Paralegal	207
2165	Chief Park Ranger	209
2328	Chief Plan Review Engineer	210
6046	Chief Sign Technician	208
2295	Child Support Legal Assistant	203
1071	Clerical Supervisor I	203
1072	Clerical Supervisor II	205
3203	Code Enforcement Inspector	204
2519	Commercial Appraisal Analyst	207
2520	Commercial Appraiser	205
2373	Communications and Warning Officer	208
2389	Communications Manager	208
1100	Computer Operations Coordinator	207
2224	Computer Services Technician	202
2151	Construction and Restoration Specialist	206
2351	Construction Inspector I	204
2352	Construction Inspector II	206
8300	Construction Manager	303

CLASS CODE	CLASS TITLE	PAY GRADE
1075	Coordinator — Collections	205
2548	Coordinator — Personal Property Assessment	203
2342	Coordinator — Recycling Center	114
4209	Corporal — Bailiff/Process Server	206
4106	Corporal — Corrections	208
4208	Corporal — Prisoner Transport	208
4101	Correctional Officer	204
4105	Correctional Peace Officer	207
4120	Corrections Caseworker	205
4126	Corrections Services Coordinator	209
2332	County Planner I	205
2334	County Planner II	207
2336	County Planner III	208
2027	County Registrar	205
4202	Court Security Aide	114
4572	Crime Scene Investigator	204
4577	Criminalistics Laboratory Director	301
5103	Custodian	109
2118	Data Analytics Manager	301
4610	Death Investigator	204
4203	Deputy — Bailiff	206

CLASS CODE	CLASS TITLE	PAY GRADE
4204	Deputy — Field Services	208
2083	Deputy Public Administrator	114
4312	Detective	209
2220	Digital Media Specialist	206
4911	Dispatch Operations Manager	301
4904	Dispatch Supervisor I	207
4905	Dispatch Supervisor II	208
4902	Dispatcher I	204
4903	Dispatcher II	205
6018	District Supervisor	208
2048	Division Director — Building and Code Enforcement	303
2329	Division Director — Development Review	303
2015	Division Director — Emergency Management	210
2090	Division Director — Environmental Health and Protection	301
2088	Division Director — Humane Services	301
4600	Division Director – ME Office	210
2019	Division Director — Planning	301
4579	Drug Chemist	204
2385	Election Assistant	203
5107	Electrician	207

CLASS CODE	CLASS TITLE	PAY GRADE
5006	Electronics Technician	206
2380	Emergency Communications Coordinator	204
2374	Emergency Management Officer	203
2375	Emergency Management Planner	207
2353	Engineering Analyst	205
3018	Environmental Public Health Plan Reviewer	206
3013	Environmental Public Health Specialist	206
3014	Environmental Public Health Supervisor	207
2935	Epidemiologist	209
6053	Equipment Mechanic	204
2347	Erosion Control Inspector	206
2180	Facility Manager — YAP	206
2512	Field Appraiser	203
2534	Field Auditor	114
2535	Field Auditor/Investigator	204
6405	Field/Property Maintenance Worker I	111
6407	Field/Property Maintenance Worker II	113
1097	Financial Program Administrator	209
1060	Financial Services Administrator	205
8249	Financial System Administrator	302
2101	Fire and EMS Division Manager	301

CLASS CODE	CLASS TITLE	PAY GRADE
2202	Fiscal Manager	207
4502	Fleet Coordinator	205
4141	Food Service Worker	109
4575	Forensic Scientist I	205
4576	Forensic Scientist II	207
6042	Forensic Scientist III	208
5003	General Maintenance Technician	202
6203	General Maintenance Technician – Corrections	203
2557	GIS Analyst	207
2560	GIS Services Manager	210
2575	GIS Specialist	208
2564	GIS Supervisor	208
2555	GIS Technician I	203
2556	GIS Technician II	204
2563	GIS Technician III	205
1042	Government Services Representative I	110
1043	Government Services Representative II	113
1044	Government Services Representative III	114
1045	Government Services Representative IV	203
2203	Health Fiscal Supervisor	205
6006	Heavy Equipment Operator	205

CLASS CODE	CLASS TITLE	PAY GRADE
2364	Highway Construction Engineer	210
2366	Highway Construction Manager	301
2331	Highway Project Manager	301
2330	Highway Projects Engineer	210
2061	Highway Superintendent	301
2365	Highway Traffic Engineer	210
2158	History Education Specialist	114
2188	Horticulture Specialist	114
2190	Horticulture Supervisor	206
2241	Human Resources Coordinator	203
2244	Human Resources Generalist I	205
2245	Human Resources Generalist II	208
2247	Human Resources Program Analyst	210
5005	HVAC Technician	204
2238	Information Systems Coordinator	205
2096	Inspection Manager	210
4311	Intelligence Analyst	203
2285	Investigator	207
3903	Kennel Supervisor	203
2091	Land Use Manager	210
2518	Lead Agricultural Appraisal	206

CLASS CODE	CLASS TITLE	PAY GRADE
5104	Lead Custodian	111
2558	Lead GIS Technician	205
2195	Lead Interpreter	204
2521	Lead Residential Appraisal	205
6007	Leadperson/Operator	206
1082	Legal Secretary I	203
1083	Legal Secretary II	204
2280	Legislative Paralegal	206
4133	Licensed Practical Nurse	204
4408	Lieutenant - Corrections	210
4220	Lieutenant - Sheriff	210
2283	Litigation Assistant	207
2392	Mail Services Specialist	109
2396	Mail/Print Services Manager	207
2205	Management Analyst	210
2150	Manager of Business Operations	207
2155	Manager of Historic Sites	208
2568	Market Research Coordinator	206
2388	Media and Community Relations Coordinator	208
3952	Mosquito Control Program Coordinator	204
1085	Municipal Court Administrator	210

CLASS CODE	CLASS TITLE	PAY GRADE
1088	Municipal Court Clerk	204
2275	Municipal Prosecution Paralegal	207
2183	Natural Resources Specialist	203
2185	Natural Resources Supervisor	207
2229	Network Engineer I	207
2234	Network Engineer II	208
2807	Nurse Practitioner I	210
2808	Nurse Practitioner II	301
2904	Nursing Program Assistant	113
2914	Nutritionist	206
2562	Occupancy/Market Research Technician	202
1065	Office Manager	207
2005	Office Program Coordinator	206
2386	Operations and Training Coordinator	208
2281	Paralegal	204
2179	Park Assistant Supervisor — YAP	204
2170	Park Maintenance Worker II	113
2156	Park Planner I	205
2157	Park Planner II	207
2160	Park Ranger	206
2162	Park Ranger- Non-Commissioned	205

CLASS CODE	CLASS TITLE	PAY GRADE
2177	Park Recreation Specialist	204
2163	Park Services Manager	206
2175	Park Supervisor	204
2168	Parks Construction Technician	204
2153	Parks Marketing Coordinator	206
2152	Parks Program Coordinator	204
1095	Payroll Administrator	207
2545	Personal Property Administrator	205
2539	Personal Property Manager	207
2322	Plan Review Engineer I	206
2324	Plan Review Engineer II	207
2326	Plan Review Engineer III	208
4329	Police Captain	303
4310	Police Corporal	209
4308	Police Lieutenant	301
4302	Police Officer	209
4573	Police Officer — Crime Scene Investigator	209
4304	Police Sergeant	210
4131	PREA and Training Administrator	210
2393	Printer	202
2111	Program Analyst	208

CLASS CODE	CLASS TITLE	PAY GRADE
8125	Program Coordinator	208
2000	Program Specialist I	113
2003	Program Specialist I — Partisan	113
2001	Program Specialist II	202
2002	Program Specialist III	205
2108	Project Manager	301
2911	Public Health Educator	205
2802	Public Health Nurse I	205
2803	Public Health Nurse II	208
2805	Public Health Nursing Supervisor	208
2006	Public Health Program Coordinator	203
2387	Public Information Officer	206
1091	Purchasing Coordinator	205
1094	Purchasing Manager	210
1090	Purchasing Technician	204
2945	Regional Response Planner	210
4134	Registered Nurse — Corrections	208
1058	Revenue Technician	204
2514	Review Appraiser	204
2363	Right of Way Specialist	208
2213	Risk Manager	301

CLASS CODE	CLASS TITLE	PAY GRADE
2178	Security Analyst	210
1056	Senior Account Clerk	203
2161	Senior Park Ranger	208
2338	Senior Planner	209
4107	Sergeant - Corrections	209
4215	Sergeant - Sheriff	209
2538	Special Assessments Manager	207
2208	Staff Auditor I	207
2209	Staff Auditor II	208
4122	Suicide Prevention Coordinator	210
4104	Suicide Prevention Officer	205
2154	Superintendent of Parks	208
5025	Supervisor – Facilities Support	204
4147	Supervisor — Food Services	206
5008	Supervisor — General Maintenance	208
5018	Supervisor — HVAC	208
2522	Supervisor — Residential Appraisal	206
2228	System Architect	301
2231	System Engineer I	209
2232	System Engineer II	210
2103	System Engineering Manager	304

CLASS CODE	CLASS TITLE	PAY GRADE
2225	System Technician I	204
2226	System Technician II	206
2227	System Technician III	209
2105	Technical Services Manager	301
2361	Title Processor	203
2300	Traffic Signal Technician I	204
2301	Traffic Signal Technician II	205
4908	Training/Quality Assurance Officer	208
6004	Truck Driver/Laborer I	113
6005	Truck Driver/Laborer II	202
2570	Validation Specialist	203
3910	Veterinary Technician	114
2290	Victim Advocate	203
2293	Victim Advocate Coordinator	207
2291	Victim Assistance Counselor	206
2411	Video Production Assistant	114
2408	Video Production Coordinator	204
2410	Video Production Manager	208
6308	Voting Systems Supervisor-Partisan	206
3107	Waste Water System Inspector	206
2915	WIC/Nutrition Manager	208

CLASS CODE	CLASS TITLE	PAY GRADE
2367	Wireless Communications/Network Spec I	204
2368	Wireless Communications/Network Spec II	206
2369	Wireless Communications/Network Spec III	209
8185	Workforce Program Manager	209

CLASSIFICATIONS IN FAMILY COURT AND JUVENILE

7019	Casa Coordinator	207
7011	DJO — Court Services	206
7012	DJO — Court Services — Senior	207
7013	DJO — Detention	204
7003	Family Court Legal Counsel I	209
7024	Family Court Legal Counsel II	301
7022	Family Court Coordinator	205
7001	Juvenile Officer/Family Court Administrator	303
7021	Psychologist	210
7006	Superintendent — Juvenile Justice Center	210
7004	Supervisor — Child Welfare	210
7005	Supervisor — Court Services	210
7007	Supervisor — Intake	210
7008	Teacher	203
7009	Youth Specialist	202

CLASSIFICATIONS EXEMPT FROM THE MERIT SYSTEM

CLASS CODE	CLASS TITLE	PAY GRADE
2011	Airport Manager	301
2040	Assistant Director of Administration	306
4910	Chief of Police	306
2037	Circuit Clerk	303
2370	Communication Systems Manager	303
2036	County Auditor	303
2026	County Counselor	308
2023	County Engineer	306
2035	County Public Administrator	210
2030	Director — Administration	308
2031	Director — Communications	303
2080	Director — Community Development	306
2024	Director — Corrections	306
9115	Director — Emergency Communications	304
2013	Director — Facilities Management	305
2020	Director — Finance*	306
2016	Director — Human Resources*	305
2017	Director — Information Systems	306
2025	Director — Parks & Recreation	303
2022	Director — Public Health	306
8195	Director — Workforce & Business Development	304

CLASS CODE	CLASS TITLE	PAY GRADE
900	Election Judge	NA
2210	Executive Assistant	205
2212	Executive Assistant — Council at Large	207
2211	Executive Assistant — County Executive	207
8222	FA - Guest Services Manager	206
8216	FA — Arena Assistant	113
8268	FA – Assistant Director	301
8219	FA — Box Office Manager	205
8236	FA — Concession/Warehouse Manager	205
8269	FA - Director	304
8226	FA — Event Services and Production Manager	206
8250	FA — Finance Manager	208
8220	FA — General Maintenance Technician	202
8221	FA — HVAC Specialist	205
8200	FA — Intermittent Arena Attendant	101
8205	FA — Maintenance and Conversion Technician	204
8233	FA — Manager of Arena Services	208
8201	FA — Union Employee	101
8245	FA —Advertising & Booking Manager	301
8231	FA —Executive Chef	210
8234	FA —Food & Beverage Manager	206

CLASS CODE	CLASS TITLE	PAY GRADE
8267	FA —General Manager	301
8215	FA —Operations Manager	301
2259	First Assistant Prosecuting Attorney	304
4311	Intelligence Analyst (Grant-Funded)	203
500	Intermittent Professional I	106
501	Intermittent Professional II	107
200	Intermittent Skilled Support	103
310	Intermittent Specialist	105
100	Intermittent Support	102
300	Intermittent Technical	104
2021	Manager of Roads & Traffic	304
2034	Municipal Judge	NA
2006	Public Health Program Coordinator (Grant Funded)	203
2111	Program Analyst (Grant Funded)	208
9125	System Engineer and Architecture Professional	305
2290	Victim Advocate (Grant Funded)	203
2291	Victim Assistance Counselor (Grant Funded)	206

*Removal governed by the Merit System pursuant to 130.020 and 130.040 OSCCMo.

Section 5. Section 115.720 of the OSCCMo. is hereby deleted in its entirety and replaced with the following:

Section 115.720 Pay Schedule.

A. The pay schedule for permanent employees for the calendar year 2019 is as follows:

Pay Schedule 2019

Pay Schedule 2019						
Grade		Min	Mid	Max	Education	
Pay Band A = Pay Grades 108-114						
108	Annual	\$25,259.33	\$29,861.89	\$34,931.84	up to	\$36,678.43
	Bi-weekly	\$971.51	\$1,148.53	\$1,343.53		\$1,410.71
109	Annual	\$26,031.53	\$31,354.98	\$36,678.43	up to	\$38,512.35
	Bi-weekly	\$1,001.21	\$1,205.96	\$1,410.71		\$1,481.24
110	Annual	\$27,333.11	\$32,922.73	\$38,512.36	up to	\$40,437.97
	Bi-weekly	\$1,051.27	\$1,266.26	\$1,481.24		\$1,555.31
111	Annual	\$28,699.77	\$34,568.87	\$40,437.97	up to	\$42,459.87
	Bi-weekly	\$1,103.84	\$1,329.57	\$1,555.31		\$1,633.07
112	Annual	\$30,134.76	\$36,297.31	\$42,459.87	up to	\$44,582.86
	Bi-weekly	\$1,159.03	\$1,396.05	\$1,633.07		\$1,714.73
113	Annual	\$31,641.49	\$38,112.18	\$44,582.86	up to	\$46,812.00
	Bi-weekly	\$1,216.98	\$1,465.85	\$1,714.73		\$1,800.46
114	Annual	\$33,223.57	\$40,017.79	\$46,812.01	up to	\$49,152.61
	Bi-weekly	\$1,277.83	\$1,539.15	\$1,800.46		\$1,890.49
Pay Band B = Pay Grades 202-210						
202	Annual	\$33,813.85	\$41,946.08	\$50,078.31	up to	\$52,582.23
	Bi-weekly	\$1,300.53	\$1,613.31	\$1,926.09		\$2,022.39
203	Annual	\$36,349.89	\$45,092.04	\$53,834.19	up to	\$56,525.90
	Bi-weekly	\$1,398.07	\$1,734.31	\$2,070.55		\$2,174.07
204	Annual	\$39,076.13	\$48,473.94	\$57,871.75	up to	\$60,765.34
	Bi-weekly	\$1,502.93	\$1,864.38	\$2,225.84		\$2,337.13
205	Annual	\$42,006.84	\$52,109.49	\$62,212.13	up to	\$65,322.74
	Bi-weekly	\$1,615.65	\$2,004.21	\$2,392.77		\$2,512.41
206	Annual	\$45,157.35	\$56,017.70	\$66,878.04	up to	\$70,221.94
	Bi-weekly	\$1,736.82	\$2,154.53	\$2,572.23		\$2,700.84
207	Annual	\$48,544.16	\$60,219.03	\$71,893.89	up to	\$75,488.59
	Bi-weekly	\$1,867.08	\$2,316.12	\$2,765.15		\$2,903.41
208	Annual	\$52,184.97	\$64,735.45	\$77,285.94	up to	\$81,150.24
	Bi-weekly	\$2,007.11	\$2,489.83	\$2,972.54		\$3,121.16
209	Annual	\$56,098.84	\$69,590.61	\$83,082.38	up to	\$87,236.50
	Bi-weekly	\$2,157.65	\$2,676.56	\$3,195.48		\$3,355.25
210	Annual	\$59,847.93	\$74,809.91	\$89,771.89	up to	\$94,260.49
	Bi-weekly	\$2,301.84	\$2,877.30	\$3,452.77		\$3,625.40
Pay Band C = Pay Grades 301-308						
301	Annual	\$64,014.70	\$82,290.90	\$100,567.10	up to	\$105,595.45
	Bi-weekly	\$2,462.10	\$3,165.03	\$3,867.97		\$4,061.36
302	Annual	\$70,416.17	\$90,519.99	\$110,623.81	up to	\$116,155.00
	Bi-weekly	\$2,708.31	\$3,481.54	\$4,254.76		\$4,467.50
303	Annual	\$77,457.79	\$99,571.99	\$121,686.19	up to	\$127,770.50
	Bi-weekly	\$2,979.15	\$3,829.69	\$4,680.24		\$4,914.25
304	Annual	\$85,203.57	\$109,529.18	\$133,854.80	up to	\$140,547.54
	Bi-weekly	\$3,277.06	\$4,212.66	\$5,148.26		\$5,405.67
305	Annual	\$93,723.92	\$120,482.10	\$147,240.29	up to	\$154,602.30
	Bi-weekly	\$3,604.77	\$4,633.93	\$5,663.09		\$5,946.24
306	Annual	\$103,096.32	\$132,530.31	\$161,964.31	up to	\$170,062.52
	Bi-weekly	\$3,965.24	\$5,097.32	\$6,229.40		\$6,540.87
307	Annual	\$118,560.76	\$152,409.86	\$186,258.96	up to	\$195,571.91
	Bi-weekly	\$4,560.03	\$5,861.92	\$7,163.81		\$7,522.00
308	Annual	\$136,344.88	\$175,271.34	\$214,197.80	up to	\$224,907.69
	Bi-weekly	\$5,244.03	\$6,741.21	\$8,238.38		\$8,650.30

B. The pay schedule for all intermittent employees for the calendar year 2019 is as follows:

Pay Grade	Minimum (per hour)	Maximum (per hour)
101(FA)	\$8.60	\$62.44
102	\$10.25	\$13.84
103	\$11.04	\$15.45
104	\$14.69	\$20.57
105	\$16.19	\$23.48
106	\$23.06	\$33.43
107	\$33.86	\$53.19

Section 6. Section 115.721 of the OSCCMo. is hereby deleted in its entirety and replaced with the following:

Section 115.721 Pay – Elected Officials – Salary for Four-Year Term of Office of County Officers Elected at November 2016 and November 2018 Elections.

A. As set forth in Ordinance 17-110, the salary for the four-year term of office of County officers elected at the November 2016 and November 2018 elections shall be:

Department	Class Code	Title	Pay Grade	2019-2022 Salary
Collector ¹	1940	Collector of Revenue	E	\$104,553.39
Election	1950	Director of Elections	E	\$104,553.39
Recorder	1970	Recorder of Deeds	E	\$104,553.39
Assessor ²	1920	County Assessor	E	\$107,643.69
Prosecuting Attorney	1960	Prosecuting Attorney	E	\$149,808.15
Executive	1900	County Executive	E	\$159,952.08
Council ³	1915	Council Members	E	\$18,251.85
Council ⁴	1910	Council Members	E	\$18,251.85
Sheriff	1980	County Sheriff	E	\$104,553.39

¹ The term of office for the Collector shall be March 1, 2019, through February 28, 2023.

² The term of office for the Assessor shall be September 1, 2019, through August 31, 2023.

³ The term of office for Council Members from odd-numbered districts shall be January 1, 2019, through December 31, 2022.

⁴ The term of office for Council Members from even-numbered districts shall be January 1, 2017 through December 31, 2020.

All other terms of office for elected officials shall be January 1, 2019, through December 31, 2022.

B. No elected official may receive an increase in salary during a term of office. Pursuant to the Constitution of the State and the County Charter, salaries of elected officials are set every four (4) years in a manner to apprise those considering filing for office of the salary to be paid to the individual elected to the office. Further, it is the public policy of this County that in setting the salary of the County's elected officials, a primary determination is the average raise provided to County employees over the four (4) years between the setting of elected officials' salaries.

The following reflects the average raise given employees since the passage of Ordinance 15-121 which set the salaries for the four-year terms of office of County officers elected to their terms at the November 2016 election, and Ordinance 17-110 which set the salaries for the four-year terms of office of County officers elected to their terms at the November 2018 election.

Year	Average Raise to Employees
2015	3.00%
2016	4.30%
2017	1.00%
2018	3.00%
2019	3.02%

Section 7. Section 115.722 of the OSCCMo. is hereby amended as follows (additions in **bold** type, deletions in [~~bracketed and stricken~~] type:

Section 115.722 Pay – Elected Officials – Salary for Four-Year Term of Office of County Officers Elected at November [~~2018~~**2020 and 2022** Elections.

A. County Council.

1. Salary.

Department	[Position] Class [Number] Code	Title	Pay Grade	[2019] 2023 — [2022] 2026 Salary
Council ¹	[1910] 1915	Council Members	E	\$[18,251.85] 18,803.06
				2021-2024 Salary
Council ²	1910	Council Members	E	\$18,803.06

Notes:

¹ This class code notes the Council Members from odd-numbered districts.

² This class code notes the Council Members from even-numbered districts.

2. The next term of office for Council Members from odd-numbered districts shall be January 1, [~~2019~~]**2023** through December 31, [~~2022~~]**2026**.

The next term of office for Council Members from even-numbered districts shall be January 1, 2021 through December 31, 2024.

B. Elected Officials Other Than County Council.

1. Salaries; Terms Of Office.

Department	[Position Number] Class Code	Title	Pay Grade	[2019]2023 — [2022]2026 Salary
Collector ¹	[0057]1940	Collector of Revenue	E	\$[104,553.39]107,711.11
Election	[0024]1950	Director of Elections	E	\$[104,553.39] 107,711.11
Recorder	[0033]1970	Recorder of Deeds	E	\$[104,553.39] 107,711.11
Assessor ²	[0883]1920	County Assessor	E	\$[107,643.69] 110,894.53
Prosecuting Attorney	1960	Prosecuting Attorney	E	\$[149,808.15]154,332.36
Executive	[0004]1900	County Executive	E	\$[159,952.08]164,782.63
Sheriff	1980	County Sheriff	E	\$[104,553.39]107,711.11

NOTES:

¹ The term of office for the Collector shall be March 1, [2019]2023, through February 28, [2023]2027.

² The term of office for the Assessor shall be September 1, [2019]2023, through August 31, [2022]2027.

All other terms of office for elected officials shall be January 1, [2019]2023, through December 31, [2022]2027.

2. For informational purposes, the following is an example of how Section 115.721 is applied to determine the [2019]2023-[2022]2026 salaries in this Section 115.722:

[e.g., Collector: \$89,756.55 (2015-2018 salary) x 1.0423 (adding the 2014 average raise to County employees) = \$93,553.25;]

e.g., Sheriff: \$104,553.39 (2019-2023 salary) x 3.02 (adding the 2019 average raise to County employees) = \$107,711.11.

~~[\$93,553.25 x 1.03 (adding the 2015 average raise to County employees) = \$96,359.85;~~

~~\$96,359.85 x 1.043 (adding the 2016 average raise to County employees) = \$100,503.32;~~

~~\$100,503.32 x 1.01 (adding the 2017 average raise to County employees) = \$101,508.35;~~

~~\$101,508.35 x 1.03 (adding the 2018 average raise to County employees) = \$104,553.59.]~~

- C. No elected official may receive an increase in salary during a term of office.

Section 8. This ordinance shall be in full force and effect from and after its date of approval.

DATE PASSED

DATE APPROVED BY COUNTY EXECUTIVE

CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:

COUNTY REGISTRAR

HR.PAP.Dec 2018.12-18.C (003)[AR 11-27-18]RR.JG.11-28.11-28.JG.JL.