

RULE XIII
The Pay Plan

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4 Section A. Adoption

5 The Civil Service Commission shall establish an official pay plan consisting of the standard pay ranges,
6 the assignment of job classes in the official Classification Plan to pay ranges, flat rates, session rates,
7 trainee rates or hourly rates, and the necessary provisions for equitable administration. The official
8 pay plan for all positions in the merit system shall be set forth in a supplement to these rules titled
9 "Pay Plan of St. Louis County Civil Service Commission."

10 Section B. Assignment of pay ranges, flat rates, session rates, trainee rates, and hourly rates

11 1 Standard pay ranges

12 The standard pay ranges for job classes in the merit system are included in a supplement to these rules
13 and printed under separate cover in the Pay Plan.

14 2 Flat rates

15 The Commission may assign positions subject to flat rates of payment for those job classes so specified
16 in the Pay Plan which do not warrant a progression of pay increases due to the nature of employment
17 or whose rate of payment is related to a Federal or State legal requirement or rate of pay.

18 3 Session rates

19 The Commission may establish a schedule of session rates for those part-time employees who do not
20 work a regular work schedule, and who work less than one-half time. This schedule shall be included in
21 the Pay Plan. Employees who work one-half time or more but less than full time shall be subject to the
22 provisions for payment of part-time employment applying to regular employees, as specified
23 elsewhere in this Rule.

24 4 Trainee rates

25 The Civil Service Commission may establish trainee pay rates for specific job classes for recruitment
26 and upward mobility purposes.

27 5 Hourly rates

28 The Civil Service Commission may establish hourly rates of pay for seasonal or temporary job classes
29 which bear an appropriate relationship to the rates established for the job classes assigned to the
30 standard pay ranges.

31 Section C. Interpretation of the pay plan

32 1 Basic workweek

33 All rates prescribed in the standard pay ranges are the rates authorized for full-time employment.
34 Forty hours shall constitute the regular required weekly hours of service for all County employees
35 occupying positions in the merit system, except as provided by the Commission.

36 a The Commission may authorize the inclusion of the meal period as actual time worked for shift
37 positions.

38 b The hours of service for shifts shall be determined by the Appointing Authority consistent with this
39 rule.

40 2 Total remuneration

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41 The standard pay ranges shall state monthly pay, converted to biweekly equivalents for full-time
42 service in every form except reimbursement for the use of a personally owned automobile which is
43 required to be supplied by the employee, reimbursement of necessary expenses authorized and
44 incurred incident to employment, and flat rates, session rates, trainee rates and hourly rates. This
45 provision shall not preclude the payment of an overtime premium or differential for evening and night,
46 weekend, holiday, or other differential for authorized services.

3 Maintenance, benefits and perquisites

- 47
- 48 a Full or partial maintenance given for the convenience and necessity of the employer shall not be
49 considered as pay and shall not be deducted from employee pay.
- 50 b Full or partial maintenance given for the benefit and convenience of the employee shall be treated
51 as partial payment and shall be deducted from employee pay.
- 52 c Whenever maintenance is allowed in addition to or in lieu of pay, a schedule of such charges shall
53 be submitted by the Appointing Authority for the information of the Divisions of Personnel and
54 Fiscal Management.
- 55 d Where maintenance is available, it shall be optional with the employee to accept such
56 maintenance unless necessary for the proper performance of the duties of the position occupied.
- 57 e Maintenance, benefits, and perquisites shall be reported by the County in accordance with Federal
58 and State income tax laws and regulations.

4 Evening and night shift differential

- 59
- 60 a Employees who work evening and night shifts shall be paid a differential applied to their present
61 base pay rate. The Civil Service Commission shall determine the authorizations, exceptions,
62 conditions and differential rates for specific shifts, job classes and positions.
- 63 b Shift differential shall be paid for hours worked between 3:00 p.m. and 8:00 a.m. only when at
64 least four hours are worked during this period. In specific situations, the Commission may approve
65 the payment of shift differential for other established shifts.
- 66 c Shift differential pay will be provided to an employee on authorized paid time off from scheduled
67 differential shifts who works differential shifts on a regular basis. Shift differential pay shall be
68 included in the base rate of pay in effect for calculation of the overtime premium for any overtime
69 hours worked by an employee scheduled to work a differential shift.

5 Weekend and holiday shift differential

- 70
- 71 a Employees who work weekend shifts or who work holidays as part of the normal work schedule
72 may be paid a differential applied to their present base pay rate with the prior approval of the Civil
73 Service Commission. The Commission shall determine the authorizations, conditions and
74 differential rates for specific shifts, job classes, and positions, and limit such authorizations to
75 situations that require payment to provide needed staffing.
- 76 b Weekend and holiday differential shall not be paid for overtime hours worked on a weekend or
77 holiday shift if the employee is not normally scheduled to work such shifts.
- 78 c Weekend and holiday differential pay shall be included in the base rate of pay in effect for
79 calculation of the overtime premium for any overtime hours worked by an employee scheduled to
80 work weekend and holiday shifts.
- 81 d Weekend and holiday differential will be provided to an employee on authorized paid time off who
82 works such shifts on a regular basis.

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6 Compensation for standby services

Compensation for standby services shall be provided employees in specific job classes at rates, with benefits, and under the conditions authorized by the Commission for such period as the employee performs such standby services.

Section D. Incentive pay

1 The Commission may establish a performance based Incentive Pay Program to reward outstanding employees for productivity, effectiveness and service to the County and the public.

2 The Commission shall recommend the flat dollar amounts or average percentage of base pay to be awarded and shall establish guidelines for incentives based upon relative differences in performance. Employees in departments which do not have an approved performance management program will not be eligible to participate in the Incentive Pay Programs.

Section E. Performance and recognition awards, Special Merit Increases

1 The Civil Service Commission may establish programs to provide incentives and recognition to individual employees for outstanding contributions or achievements or in recognition of length of service with St. Louis County.

2 In any case where rigid adherence to the Pay Plan would cause a manifest injustice to any employee or a serious handicap to departmental operations due to unusual circumstances, a Department Director may request, in writing, that the Civil Service Commission award a special merit increase to the employee, and the Civil Service Commission may make such order relating thereto as in its discretion may be proper. In its request, the Department Director should:

- a. identify the unusual circumstances that create the situation that a rigid adherence to the pay plan would cause a manifest injustice to an employee or a serious handicap to departmental operations;
- b. state the job classification, the pay range, the current pay rate, the requested percentage pay increase and the resulting pay rate, if the request is approved, for each employee whose pay is requested to be increased; and,
- c. state whether the Department has money in the budget to pay for the increase if the Commission grants the increase.

Section F. Administration of the Pay Plan

1 General application

- a No person holding a position covered by the Pay Plan shall receive pay that is less than the minimum rate nor greater than the maximum rate of pay assigned to the job class to which the position is classified without specific approval of the Commission, except as otherwise provided in these Rules.
- b Any employee receiving a rate of pay equal to or in excess of the maximum rate of pay assigned to the job class to which the position is classified shall not receive an increase in pay except by a change in hours of the workweek, a revision in the pay plan providing an increase in excess of the current rate, or a promotion to a position classified to a job class assigned to a higher pay range or rate of pay. Any such higher rate being paid above the established maximum shall be deemed to be an additional established rate to be paid only to the employee currently occupying the position.
- c For employees whose positions are reclassified by the Division of Personnel pursuant to a project of review of the County Classification Plan, a policy of over-maximum salary administration

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- 124 (Overmax Policy) shall be utilized for the phased reduction in the rate of pay to the maximum of
125 the pay range or pay rate to which the new job class is assigned.
- 126 2 Progression through pay ranges
- 127 The Civil Service Commission may authorize the progression of employees in specific job classes
128 through uniquely structured or open pay ranges which have minimum and maximum rates set forth by
129 ordinance and included in the Pay Plan. Such uniquely structured or open ranges will be used to
130 facilitate management efforts in improving productivity and providing performance based pay
131 increases.
- 132 3 Payment for part-time employment
- 133 Whenever an employee regularly works for a period less than the established number of hours per
134 week for full-time employment, the amount paid shall be proportionate to the time actually worked.
135 The payment of a separate rate from two or more departments for duties in each is permissible if the
136 employee's combined regular schedule does not exceed 40 hours per week.
- 137 4 Administration of overtime
- 138 a All employees shall be required to work overtime as necessary but it shall not be the policy of the
139 County to have its employees work frequent or substantial overtime.
- 140 b Overtime work shall be limited to conditions which endanger the public health, welfare or safety;
141 or for services required for the protection or preservation of public property; or to perform
142 essential functions which cannot be deferred and which cannot be reasonably performed with the
143 personnel available during the normal work schedule; or for other purposes for which specific
144 authorization for overtime work has been made by the Appointing Authority or by the County
145 Executive.
- 146 c Forty hours shall be the standard workweek for determining the amount of overtime worked but
147 the Commission may approve the establishment of other workweeks for specific positions or job
148 classes. The Commission may authorize different workweeks in accordance with hours scheduled,
149 or may establish other criteria for determining overtime hours worked in accordance with the
150 nature of the work performed or the employment cycle of specific positions and job classes,
151 providing such authorization is not restricted by the Fair Labor Standards Act.
- 152 d All authorized time worked in excess of 40 hours in a standard workweek shall be compensated
153 under the conditions, exceptions, and at the overtime rate as provided in this Rule. Authorized
154 absences with pay during the workweek because of illness or injury, vacation, military leave or
155 other excused leave with pay shall not be considered authorized time worked. Rescheduling or
156 flexing of hours worked during a specific workweek shall not constitute overtime if it does not
157 result in authorized time worked in excess of 40 hours.
- 158 (1) Federal, State and local holidays as provided in Rule X, Subsection B 1 a shall be considered
159 authorized time worked.
- 160 (2) In any case where rigid adherence to this subsection would cause a serious impediment to
161 departmental operations due to necessary circumstances, an Appointing Authority may
162 request, in writing, that the Civil Service Commission approve an exception, and the Civil
163 Service Commission may make such order relating thereto as in its discretion may be proper.
164 In its request, the Appointing Authority should:
- 165 (a) identify the unusual circumstances that create the situation that a rigid adherence this
166 subsection would cause a serious impediment to departmental operations;

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- 167 (b) list the impacted job classifications and limitations to the exception; and,
- 168 (c) state whether the Department has money in the budget to pay for the exception if the
- 169 Commission grants the exception.
- 170 e Authorized overtime work performed by employees occupying positions in job classes which are
- 171 classified as non-exempt from the overtime provisions of the Fair Labor Standards Act shall be
- 172 compensated according to the following conditions and exceptions:
- 173 (1) The administration and payment of overtime shall be governed by the Fair Labor Standards Act
- 174 of 1938 (FLSA), as amended, except when the provisions in this Rule exceed the requirements
- 175 of that Act.
- 176 (2) An employee performing authorized overtime work in excess of 40 hours in a scheduled
- 177 workweek shall be compensated at the rate of one and one-half times the employee's regular
- 178 rate of pay, except as otherwise provided in this Rule. Authorized time worked which is not in
- 179 excess of 40 hours in a specific workweek shall be compensated at the straight time rate.
- 180 (3) A flexible work schedule may be authorized for an employee or class of employees by the
- 181 Appointing Authority to accommodate extended hours of work in a work day or for other
- 182 business needs, provided the flexible work schedule is not designed to exceed 40 hours worked
- 183 for the workweek on a regular basis.
- 184 (4) Compensatory time for overtime hours worked may be authorized at the time-and-one-half
- 185 rate to a maximum accumulation of 80 hours if the Appointing Authority determines that for
- 186 the purposes of economy or work scheduling it would not be feasible to provide monetary
- 187 payment for the overtime worked.
- 188 (5) An employee's maximum accumulation of compensatory time shall include time earned for
- 189 holidays worked and for work performed on previously scheduled vacation days off.
- 190 (6) Each employee's compensatory time balance shall be reduced to zero hours either by granting
- 191 compensatory time off or by a monetary payment at the conclusion of the fiscal year in which
- 192 the compensatory time was earned, unless another date is approved by the Commission.
- 193 f Upon request from the Appointing Authority, the Commission may authorize overtime eligibility for
- 194 specific job classes classified as exempt for purposes of the FLSA, if it determines such action to be
- 195 in the best interest of the County. Such authorization shall not be interpreted or construed to
- 196 defeat or otherwise erode the classification of a job class as exempt from the overtime
- 197 requirements of the FLSA, regardless of the payment of overtime, nor whether paid at the straight
- 198 time rate, time-and-a-half, or such other rate as the Commission may determine.
- 199 g Authorized overtime worked by employees occupying positions in exempt job classes and which
- 200 have received prior authorization for overtime eligibility from the Commission shall be
- 201 compensated in accordance with the following conditions and exceptions unless otherwise
- 202 provided by the Commission:
- 203 (1) An employee performing authorized overtime work in excess of the standard hours for the
- 204 base period shall be compensated at the straight time rate, except as otherwise provided.
- 205 (2) Overtime shall be compensated in compensatory time off. However, employees shall be paid
- 206 for overtime work which would exceed the authorized maximum accumulation of
- 207 compensatory time.

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- 208 (3) Compensatory time may be accumulated to the maximum accumulation of 80 hours, including
209 time earned for holidays worked and for work performed on previously scheduled vacation
210 days off.
- 211 h Employees shall receive a monetary payment upon termination for any accumulated compensatory
212 time at the average regular rate of pay for the final three years of employment or the employee's
213 final regular rate, whichever is higher.
- 214 i Monetary payments for overtime shall be made at the employee's regular rate of pay in effect at
215 the time of payment. The employee's regular rate of pay shall include, where applicable, standby,
216 shift differential pay, holiday differential pay, weekend differential pay, or other premium pay
217 regularly paid the employee. Calculation of the rate of pay in effect shall equal at least the average
218 of the differential and other premium pay factors, weighted by the number of hours worked at
219 each differential or premium pay rate during the workweek.
- 220 j The overtime requirements of this Rule shall apply to all employees including emergency,
221 temporary, seasonal, on-call and term employees if otherwise eligible for overtime under the
222 provisions of this Rule. Any hours resulting from an employee's dual employment in the County
223 Service which in total are in excess of 40 hours in the workweek shall be considered overtime hours
224 for employees otherwise eligible for overtime.
- 225 k The standard base period of a 40-hour workweek shall be a fixed and regularly recurring period of
226 168 hours, consisting of seven consecutive 24-hour periods. The Commission may establish other
227 base periods for specific positions and job classes in accordance with the provisions of this Rule
228 and the provisions of the Fair Labor Standards Act.
- 229 (1) The standard workweek base period shall be a seven-day period beginning on Sunday and
230 concluding on Saturday, except that Appointing Authorities may establish workweeks
231 beginning at other specific times during the calendar week for employees under their direction.
232 The workweek may be any recurrent 168-hour period considered appropriate by the
233 Appointing Authorities and may be established differently as required for various operating
234 units or employees under their control. Such established workweeks shall be reported as a
235 matter of record to the Division of Personnel and the Division of Fiscal Management.
- 236 (2) Base periods other than the workweek base period may be established by an Appointing
237 Authority only after prior approval of the Civil Service Commission.
- 238 (3) Employees shall be notified of the base period which applies to their positions. Appointing
239 Authorities shall maintain a record of the various base periods established for employees
240 under their supervision and shall maintain a record showing the employees have been notified.
241 Employees shall be notified of changes in their workweek or other base period at least one full
242 pay period prior to the change.
- 243 l Overtime credit shall be computed in increments of tenths of an hour.
- 244 m Employees working shifts when clocks are changed to and from Daylight Savings Time will be
245 credited for the actual number of hours worked and compensated accordingly.
- 246 n An employee scheduled to be off due to a regular shift assignment, approved vacation time off or
247 approved time off on a legal or personal holiday who is subsequently required to work with less
248 than twenty-four hours' notice, or an employee on authorized personal holiday, paid time off or
249 vacation leave who is recalled to work during this previously scheduled time off, shall be paid a
250 minimum of three (3) hours at the rate of one-and-one-half times the regular hourly rate for non-
251 exempt employees, and at the straight time rate for exempt employees, for the hours worked on

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252 such days. However, this provision specifically excludes employees who receive maintenance
253 standby compensation. In addition, the employee shall receive compensatory time off or pay on a
254 straight time basis for the lost holiday or vacation day. When a legal holiday occurs on a weekend
255 and is observed on another day, both the legal and observed holidays may be considered as
256 holidays for the purpose of paying time and one-half overtime to employees previously scheduled
257 to be off.

258 (1) An Appointing Authority may elect to grant compensatory time off on a time- and-one-half
259 basis for non-exempt employees and a straight-time basis for exempt employees in lieu of
260 making a monetary payment for time worked on such a holiday or on a vacation day, provided
261 the accumulation is not more than the maximum number of compensatory time hours
262 authorized.

263 (2) Non-exempt employees assigned to work on a holiday as part of the employee's normal work
264 schedule or on a day that the employee would otherwise be required to work but for the
265 holiday shall be entitled only to compensatory time off or pay at the straight time rate in lieu of
266 the holiday in addition to straight time pay for hours worked if the employee has at least
267 twenty-four hours' notice of the requirement to report for duty. Employees must be
268 compensated in cash for hours worked on a holiday if the granting of compensatory time
269 would bring their accrued compensatory time above the authorized maximum.

270 o The Appointing Authority shall be responsible for authorizing and controlling overtime work.
271 Employees who perform unauthorized overtime work shall be subject to appropriate disciplinary
272 action by the Appointing Authority.

273 (1) An employee claim for overtime compensation not previously paid by the Appointing Authority
274 shall not be considered unless received by the conclusion of the pay period following the pay
275 period in which the overtime was worked.

276 (2) The Appointing Authority shall be responsible for ensuring that proper records are prepared
277 and maintained for a three-year period in accordance with the provisions of the Fair Labor
278 Standards Act.

279 (3) Overtime worked by employees shall be recorded and reported by the Appointing Authority in
280 accordance with reporting forms and procedures developed by or approved by the Division of
281 Personnel and the Division of Fiscal Management.

282 p The Commission may periodically review the extent to which overtime is being authorized. The
283 Commission may require departments to submit periodic reports, supplementary information or
284 other data relative to the need for the overtime work; may investigate the cause and justification
285 for such overtime; and may propose to the County Executive such departmental regulations as in
286 its opinion may be required to appropriately control and restrict the use of overtime.

287 q An employee shall be permitted to take compensatory time within a reasonable period following a
288 request for such time off, provided that the taking off of such time would not unduly disrupt
289 departmental operations.

290 r If an employee with accumulated compensatory time or credited overtime hours is promoted,
291 demoted or transferred between departments, the new employing department shall assume the
292 obligation for such accumulated compensatory time or credited overtime hours, unless a prior
293 agreement with the transferring department has been made. Any reduction in the employee's
294 compensatory time balance shall be made within six pay periods from the effective date of the
295 promotion, demotion, or transfer.

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- 296 s In scheduling overtime work the Appointing Authority:
- 297 (1) Shall attempt to equitably distribute such overtime among all qualified employees and where
- 298 practicable in the most appropriate job class for the work to be performed;
- 299 (2) Shall when possible give employees reasonable advance notice either orally or in writing of
- 300 their assignment of overtime work;
- 301 (3) Shall compensate an employee with a standard base period for a minimum of three work hours
- 302 when reporting for duty at a regular reporting station after being called back for overtime work
- 303 interrupting a period of time off; and
- 304 (4) Shall insure that employees are informed of the conditions, rate of earnings and method of
- 305 overtime compensation prior to the working of overtime.
- 306 t When the Appointing Authority has determined that sufficient personnel with appropriate skills are
- 307 not available on a voluntary basis to perform required overtime work, employees who then refuse
- 308 to work assigned overtime or who fail to report upon reasonable notice for overtime work may be
- 309 subject to appropriate disciplinary action, depending upon the nature of the conditions requiring
- 310 the overtime work.
- 311 u The Commission may authorize exceptions to the conditions, rate of earnings, and method of
- 312 compensation for overtime work if rigid application to the above provisions of this rule in a specific
- 313 situation would cause injustice to an employee or a serious handicap to departmental operations
- 314 due to unusual circumstances, subject to the provisions of the Fair Labor Standards Act.
- 315 5 Pay Adjustment For Reinstatement, Promotion, Transfer, Demotion And Reclassification
- 316 If an employee is transferred, promoted, demoted, reinstated, or the employee's position is
- 317 reclassified, the rate of pay for the new position shall be determined as follows:
- 318 a If the rate of pay in the former position or job class is less than the minimum rate established for
- 319 the new position or job class, the Appointing Authority shall have the discretion that the rate of
- 320 pay shall be advanced to the minimum or within the discretionary hire rate, except as otherwise
- 321 provided in these rules.
- 322 b If the rate of pay in the former position is more than the maximum rate established for the new job
- 323 class, the rate of pay shall be reduced to the maximum rate of the new range or an intermediate
- 324 rate between the former pay rate and the maximum rate in the new range, according to the
- 325 following:
- 326 (1) For reclassifications, a policy of over-maximum salary administration (Overmax Policy) shall be
- 327 utilized.
- 328 (2) For demotions, whether voluntary or involuntary, the rate of pay shall be reduced immediately
- 329 upon implementation to the maximum rate of the new pay range or by 10% provided that the
- 330 new rate is within the pay range to which the new job class is assigned; however, the
- 331 Commission may authorize exceptions upon a showing of unusual circumstances or
- 332 requirements.
- 333 c If the rate of pay of the former job class falls within the new pay range, the pay rate shall be
- 334 administered as follows:
- 335 (1) For promotions, the Appointing Authority shall have the discretion that the rate of pay may be
- 336 increased by up to 10% or within the discretionary hire rate, but not beyond the maximum of

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337 the pay range or rate of the new job class; however, the Commission may authorize exceptions
338 upon a showing of unusual circumstances or requirements;

339 (2) For reclassifications, the Appointing Authority shall have the discretion that the rate of pay
340 shall remain the same, may be increased by up to 10%, but not beyond the maximum of the
341 pay range or rate of the new job class, or within the discretionary hire rate; however, the
342 Commission may authorize exceptions upon a showing of unusual circumstances or
343 requirements;

344 (3) For transfers, the rate of pay shall remain the same. However, the Commission may authorize
345 exceptions upon a showing of unusual circumstances or requirements; and

346 (4) For demotions, the Appointing Authority shall have the discretion that the rate of pay may
347 remain the same or it may be decreased by up to 10%, but not beyond the minimum pay rate
348 of the pay range of the new job class; however, the Commission may authorize exceptions
349 above the 10% limit upon a showing of unusual circumstances or requirements or as otherwise
350 provided in these rules.

351 d When an employee is reinstated to a job class in the merit system which the employee held at the
352 time of the previous separation, pay shall be at the rate of pay in the pay range for the job class in
353 which the employee is being reinstated as closely equivalent to the rate assigned when separated.
354 Credit shall also be allowed for past service toward eligibility for the next step or rate increase. The
355 employee may be paid a higher or a lower rate in the range upon recommendation by the
356 Appointing Authority and approval by the Division of Personnel.

357 For promotions, transfers, demotions and reclassifications, merit dates will remain the same.

358 Section G. Amendments to the pay plan

359 Amendments to the pay plan may be recommended by the Division of Personnel to the Commission
360 whenever pertinent economic, organizational, or management considerations warrant such action or
361 pursuant to relevant St. Louis County Council action. Amendments shall become effective upon
362 approval by the Commission or as set forth by the Council. Whenever new classes become a part of
363 the classification plan, the pay ranges and intermediate steps or rates for such classes shall be adopted
364 in this same manner.