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Filed: 05-28-19

Sponsored by: McClure

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

COUNCIL BILL 2019 - 134

GENERAL ORDINANCE \_\_\_\_\_

AN ORDINANCE

1 AMENDING the Springfield City Code, Chapter 2, Article III, Division 1, Section 2.92,  
2 known as the 'Salary Ordinance,' relating to salary grades for various job  
3 titles within the City service as contained in the Professional,  
4 Administrative and Technical Schedule and the Crafts, Trades and Labor  
5 Schedule, by making provision for twelve new job titles and by deleting  
6 seven job titles; by establishing the Crafts, Trades and Labor Non-Union  
7 Schedule and providing pay adjustments for employees on the Crafts,  
8 Trades and Labor Non-Union Schedule; by providing pay adjustments for  
9 employees on the Professional, Administrative and Technical Schedules,  
10 as well as for certain non-union salary grades in the Fire Protection and  
11 Law Enforcement Schedules; by amending General Ordinance 6459,  
12 Section 6 and General Ordinance 5432, Section 3 relating to the Law  
13 Enforcement Schedule and Fire Protection Schedule, respectively; by  
14 amending General Ordinance 6288, Section 9 relating to educational  
15 allowance by eliminating the eligibility of Police Major to receive  
16 educational allowance; and by declaring an emergency.  
17

18  
19 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD,  
20 MISSOURI, as follows, that:

21  
22 (NOTE: Throughout this document, underlined language has been added, and  
23 ~~stricken~~ language has been deleted.)

24  
25 Section 1 – Section 2-92 of the City Code, known as the 'Salary Ordinance,' relating to  
26 various salary grades for various job titles within the City service as contained in the  
27 Professional, Administrative and Technical ("PAT") Schedule and the Crafts, Trades  
28 and Labor ("CTL") Schedule is hereby amended by adding and deleting the following  
29 job title(s), with said changes to be effective as early as June 23, 2019.

30 Proposed Job Title and Salary Grade  
 31 (Title to be Added)

<u>Classification</u>	<u>Salary Grade</u>
<u>Assistant Urban Forestry Technician</u>	PAT-6
<u>City Clerk Specialist</u>	PAT-6
<u>Education Outreach Specialist</u>	PAT-6
<u>Stormwater Technician</u>	PAT-7
<u>Urban Forestry Technician</u>	PAT-7
<u>Water Pollution Control Inspector I</u>	PAT-6
<u>Clerk of Municipal Court</u>	PAT-8
<u>Public Health Strategist</u>	PAT-9
<u>Senior Human Resources Coordinator</u>	PAT-10
<u>Human Resources Supervisor</u>	PAT-11
<u>GIS &amp; Asset Systems Manager</u>	PAT-11
<u>Superintendent of JVP and CSDP Programs</u>	PAT-12

47  
 48 Proposed Job Title and Salary Grade  
 49 (Title to be Deleted)

<u>Classification</u>	<u>Salary Grade</u>
<del>Education Outreach Specialist</del>	<del>PAT-6</del>
<del>Storm Water Technician</del>	<del>PAT-7</del>
<del>Clerk of Municipal Court</del>	<del>PAT-7</del>
<del>Senior Human Resources Coordinator</del>	<del>PAT-11</del>
<del>GIS Manager</del>	<del>PAT-11</del>
<del>Superintendent of JVP and CODP Programs</del>	<del>PAT-12</del>
<del>General Services Working Leader</del>	<del>CTL-8</del>

61 Section 2 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
 62 Ordinance,’ is hereby amended by funding the Merit Steps for the steps and salary  
 63 grades contained in the Professional, Administrative & Technical (“PAT”) Schedules,  
 64 and by amending said schedules by increasing the base pay of step eight (8) of each  
 65 salary grade level within the schedules in the amount of two and one-half percent (2 ½  
 66 %). These changes shall be effective for the pay period commencing July 7, 2019, with  
 67 a corresponding pay date of July 25, 2019.

69 Section 3 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
 70 Ordinance,’ is hereby amended by creating a separate salary schedule from the Crafts,  
 71 Trades and Labor (“CTL”) Schedule to establish a Crafts, Trades and Labor Non-Union  
 72 (“CTL Non-Union”) Schedule which will include all current steps for salary grades eight  
 73 (8) through seventeen (17) on the CTL Schedule and will further amend by funding the  
 74 Merit Steps for all of these salary grades contained in the CTL Non-Union Schedule;  
 75 and by increasing the base pay of step eight (8) of each salary grade level within the

76 CTL Non-Union Schedule in the amount of two and one-quarter of a percent (2.25%);  
77 and increase the base salary for all steps within the CTL Non-Union Schedule by one  
78 percent (1%). These changes shall be effective for the pay period commencing July 7,  
79 2019, with a corresponding pay date of July 25, 2019.

80  
81 Section 4 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
82 Ordinance,’ is hereby amended by funding the Merit Steps for non-union salary grades  
83 ten (10) through sixteen (16) contained in the Fire Protection Schedule (“FPS”); by  
84 amending said FPS schedule for non-union salary grades ten (10) through sixteen (16)  
85 by freezing salary steps one (1) through four (4), seven (7) and nine (9); by increasing  
86 the base pay rate of step twelve (12) by the amount of three and one-quarter of a  
87 percent (3.25%); and by smoothing the remaining unfrozen and active salary steps  
88 associated with the non-union salary grades so the pay rates are a minimum of three  
89 and two-tenths of a percent (3.20%) and a maximum of five and eighty-five hundredths  
90 of a percent (5.85%) higher than the salary step immediately preceding. These changes  
91 shall be effective for the pay period commencing July 7, 2019, with a corresponding pay  
92 date of July 25, 2019. Additionally, with the smoothing of active salary steps, any  
93 employee who, on or before July 1, 2019, is on the FPS Schedule for the non-union pay  
94 grades, and who is on salary grade ten (10), and who is below salary step eleven (11),  
95 shall advance to salary step eleven (11) effective July 7, 2019, with a corresponding pay  
96 date of July 25, 2019. Under this Section 4, any employee affected by this  
97 advancement will have a future annual appraisal and increment date one (1) year from  
98 the July 7, 2019, effective date.

99  
100 Section 5 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
101 Ordinance,’ as established by General Ordinance 5432, Section 3, set out below,  
102 relating to the establishment of partial step levels above the top step on the Fire  
103 Protection Schedule (“FPS”), is hereby further amended as follows:

104  
105 The establishing of four (4) partial step levels above the current top Step of each  
106 of the steps and grades contained in the Fire Protection Schedule (FPS),  
107 excluding positions at the rank of Battalion Chief and above, with each such  
108 partial step to represent a One Thousand, Two Hundred Dollar (\$1,200.00)  
109 increase in the base rate pay for the grade level, and by further establishing an  
110 additional increase for such positions in the amount of up to five percent (5%) in  
111 the base rate pay above the last such partial step. Eligibility for each such partial  
112 step increase shall be based upon meeting pre-established performance  
113 standards for the employee in his job position, as may be determined and  
114 approved by the Fire Chief, at his sole discretion. Eligibility for the up to 5%  
115 increase shall be only after attainment by the employee of all four partial step  
116 increases, and shall also be based upon meeting pre-established performance  
117 standards by the employee in his job position, as may be determined and  
118 approved by the Fire Chief, at his sole discretion. Awarding of the up to 5%  
119 performance increase shall only apply to the particular budget year in which the  
120 increase was approved. The continued payment of this increased amount may  
121 be discontinued if, in the sole judgment of the Fire Chief, the employee’s

122 continued job performance does not merit the payment of the performance  
123 increase for any subsequent year. This will be effective the first full pay period in  
124 July 2005, which is July 10, 2005, through July 23, 2005, payable July 28, 2005.  
125 Employees who have been at the current top step in grade for a minimum of one  
126 year, as of July 10, 2005 will be eligible for the first partial step. In cases of  
127 promotion of employees from positions in which they are on such a partial step at  
128 the time of promotion, the provisions of Merit Rule 18.1 (g) shall apply.

129  
130 Section 6 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
131 Ordinance,’ is hereby amended by funding the Merit Steps for non-union salary grades  
132 thirteen (13) through sixteen (16) contained in the Law Enforcement Schedule (“LES”),  
133 and by amending said schedule for non-union salary grades thirteen (13) through  
134 sixteen (16) by freezing salary steps one (1) through four (4), nine (9) and ten (10); by  
135 increasing the base pay rate of step fourteen (14) by the amount of two and one-half  
136 percent (2½%); and by smoothing the remaining unfrozen and active salary steps  
137 associated with the non-union salary grades so the pay rates are a minimum of five  
138 percent (5%) and a maximum of five and one-tenth of a percent (5.10%) higher than the  
139 salary step immediately preceding. These changes shall be effective for the pay period  
140 commencing July 7, 2019, with a corresponding pay date of July 25, 2019. As a result  
141 of the smoothing of active salary steps, any employee who is on a salary step whose  
142 base pay rate will be decreased, shall be grandfathered into his or her current base pay  
143 rate until his or her next Merit Step increase is received. Additionally, effective January  
144 5, 2020, with a corresponding pay date of January 23, 2020, the non-union salary  
145 grades thirteen (13) through sixteen (16) contained in the LES Schedule, are further  
146 amended to increase the base pay of all active non-union salary steps and salary  
147 grades by one percent (1%).

148  
149 Section 7 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
150 Ordinance,’ as amended by General Ordinance 5089, Section 5(b), as amended by  
151 General Ordinance 5278, Section 10(b), as amended by General Ordinance 6459,  
152 Section 6, set out below, relating to the establishment of partial step levels above the  
153 top step on the Law Enforcement Schedule (“LES”), is hereby further amended as  
154 follows:

155  
156 (b) By the establishment of partial step levels, which encompasses steps  
157 above Step Eight (8) of the schedule for each such position, excluding positions at the  
158 rank of Police Lieutenant and above, Eligibility for each such partial step increase shall  
159 be based upon meeting pre-established performance standards for the employee in his  
160 job position, as may be determined and approved by the Chief of Police, at his sole  
161 discretion. An employee shall only be eligible for the top step after attainment by the  
162 employee of all partial step increases, and shall also be based upon meeting pre-  
163 established performance standards by the employee in his job position, as may be  
164 determined and approved by the Chief of Police, at his sole discretion. Awarding of the  
165 performance top step increase shall only apply to the particular budget year in which the  
166 increase was approved. The continued payment of this increased amount may be  
167 discontinued if, in the sole judgment of the Chief of Police, the employee’s continued job

168 performance does not merit the payment of the performance increase for any  
169 subsequent year. An employee shall be eligible for the first partial step only if such  
170 employee has remained at Step Eight (8) for a minimum of one year. In cases of  
171 promotion of employees from positions in which they are on such a partial step at the  
172 time of promotion, the provisions of Merit Rule 18.1 (g) shall apply.  
173

174 Section 8 – Section 2-92 of the Springfield City Code, known as the ‘Salary  
175 Ordinance,’ as amended by General Ordinance 6288, Section 9 is hereby amended by  
176 eliminating the eligibility for educational allowance for the position of Police Major as  
177 contained in the Law Enforcement Schedule (“LES”).  
178

179 Section 9 – City Council hereby finds and declares that an emergency exists in  
180 that this Ordinance relates to employee compensation and benefits, and therefore,  
181 involves the immediate preservation of public peace, property, health, and safety;  
182 therefore, this Ordinance shall be in full force and effect immediately after its adoption  
183 by the City Council.  
184

185 Passed at meeting: \_\_\_\_\_  
186

187  
188 \_\_\_\_\_  
189 Mayor

190 Attest: \_\_\_\_\_, City Clerk  
191

192  
193  
194 Filed as Ordinance: \_\_\_\_\_  
195

196 Approved as to form: Rhonda Lewsader, City Attorney  
197

198  
199 Approved for Council action: Juan A. Page, City Manager  
200

## EXPLANATION TO COUNCIL BILL 2019- 134

FILED: 05-28-19

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: Amending the Springfield City Code, Chapter 2, Article III, Division 1, Section 2.92, known as the ‘Salary Ordinance,’ relating to salary grades for various job titles within the City service as contained in the Professional, Administrative and Technical Schedule and the Crafts, Trades and Labor Schedule, by making provision for twelve new job titles and by deleting seven job titles; by establishing the Crafts, Trades and Labor Non-Union Schedule and providing pay adjustments for employees on the Crafts, Trades and Labor Non-Union Schedule; by providing pay adjustments for employees on the Professional, Administrative and Technical Schedules, as well as for certain non-union salary grades in the Fire Protection and Law Enforcement Schedules; by amending General Ordinance 6459, Section 6 and General Ordinance 5432, Section 3 relating to the Law Enforcement Schedule and Fire Protection Schedule, respectively; by amending General Ordinance 6288, Section 9 relating to educational allowance by eliminating the eligibility of Police Major to receive educational allowance; and by declaring an emergency.

BACKGROUND: This is the annual salary ordinance. It contains recommendations related to routine job title additions because of department organizational changes and completed job studies. Additionally, it includes deletions for job titles that are no longer being used or will not be used if the new job titles are approved.

This Council bill also contains annual pay plan improvements for non-union employees. The funding of Merit Steps is recommended for all non-union employees. Specific pay increases include the following: for the Professional, Administrative and Technical (“PAT”) Schedules, a 2.5% increase to the top step; for the Crafts, Trades, and Labor Non-Union (“CTL Non-Union”) Schedule, a 2.25% increase to the top step and a 1% across-the-board pay increase; for non-union positions on the Fire Protection Schedule (“FPS”), a 3.25% increase to the top step and the smoothing of salary steps that includes the elimination of partial steps; for the non-union positions on the Law Enforcement Schedule (“LES”), a 2.5% increase to the top step, the smoothing of salary steps that includes the elimination of partial steps, and a 1% across-the-board pay increase in January of 2020.


The majority of these pay changes are recommended to be effective with the pay period beginning July 7, 2019, with a corresponding pay date of July 25, 2019, with the only exception being the 1% across-the-board for non-union LES employees recommended to be effective in January of 2020.

Finally, this Council bill eliminates the eligibility for Police Major employees to receive the educational incentive allowance. This is a clarification since the Police Major job classification was not being utilized the last time the authorizing ordinance was updated.

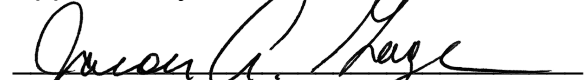
REMARKS: The recommendations and explanations contained herein are consistent with Council's policies. All costs reflected herein are part of the recently proposed Annual Operating Budget for Fiscal Year 2020.

It is respectfully requested that Council give consideration and approval to these changes.

Submitted by:

  
\_\_\_\_\_  
Darla Morrison,  
Director of Human Resources

Approved by:

  
\_\_\_\_\_  
Jason Gage,  
City Manager