

One rdg. _____
P. Hrngs. _____
Pgs. 5
Filed: 05-29-18

Sponsored by: McClure

First Reading: _____

Second Reading: _____

COUNCIL BILL NO. 2018 - 153

GENERAL ORDINANCE NO. _____

AN ORDINANCE

1 AMENDING Chapter 2, Article III, Division 1 of the Code of Ordinances of the City of
2 Springfield, Missouri, Section 2.92, known as the ‘Salary Ordinance,’
3 relating to salary grades for various job titles within the City service as
4 contained in the Professional, Administrative and Technical Schedule, the
5 Crafts, Trades and Labor Schedule, the Fire Protection Schedule, and the
6 Law Enforcement Schedule, by making provision for two (2) new job titles
7 within the Professional, Administrative and Technical and Crafts, Trades
8 and Labor Schedules; by providing pay adjustments for employees on the
9 Professional, Administrative and Technical and Crafts, Trades and Labor
10 Schedules, as well as for certain non-union Salary Grades in the Fire
11 Protection and Law Enforcement Schedules; and by amending G.O. 5089,
12 Section 5(b), as amended by G.O. 5278, Section 10(b), relating to the Law
13 Enforcement Schedule.
14
15

16 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD,
17 MISSOURI, as follows, that:

18
19 (NOTE: Throughout this document, underlined language has been added, and
20 ~~stricken~~ language has been deleted.)
21

22 Section 1 – Section 2-92 of the City Code, known as the ‘Salary Ordinance,’
23 relating to various salary grades for various job titles within the City service as contained
24 in the Professional, Administrative and Technical (“PAT”) Schedule and the Crafts,
25 Trade and Labor (“CTL”) Schedule is hereby amended by adding the following job
26 title(s), with said changes to be effective as early as June 24, 2018.
27

28 Proposed Job Title and Salary Grade
29 (Title to be Added)

30
31 Classification

Salary Grade

33 Facility Maintenance Crew Leader

CTL-12

34
35 Airport Operations Center Agent

PAT-4

36
37 Section 2 – Section 2-92 of the Springfield City Code, known as the ‘Salary
38 Ordinance,’ is hereby amended by funding the Merit Steps for the steps and salary
39 grades contained in the Professional, Administrative & Technical (“PAT”) pay schedule,
40 and by amending said schedule by the addition of a new top step to each grade level of
41 the schedule, with the base amount of the new top step to be in the amount of two and
42 one-half percent (2 ½ %) above the base amount of the previous top step. These
43 changes shall be effective for the pay period commencing July 8, 2018, with a
44 corresponding pay date of July 26, 2018.

45
46 Section 3 – Section 2-92 of the Springfield City Code, known as the ‘Salary
47 Ordinance,’ is hereby amended by funding the Merit Steps for the steps and salary
48 grades contained in the Crafts, Trades, and Labor Schedule (“CTL”) pay schedule, and
49 by amending said schedule by the addition of a new top step to each grade level of the
50 schedule, with the base amount of the new top step to be in the amount of two and one-
51 half percent (2 ½ %) above the base amount of the previous top step. These changes
52 shall be effective for the pay period commencing July 8, 2018, with a corresponding pay
53 date of July 26, 2018.

54
55 Section 4 – Section 2-92 of the Springfield City Code, known as the ‘Salary
56 Ordinance,’ is hereby amended by funding the Merit Steps for non-union Salary Grades
57 Ten (10) through Sixteen (16) contained in the Fire Protection Schedule (“FPS”) pay
58 schedule, and by amending said schedule for non-union Salary Grades Ten (10)
59 through Sixteen (16) by the addition of a new top step for each specified grade level,
60 with the base amount of the new top step to be in the amount of two and one-half
61 percent (2 ½ %) above the base amount of the previous top step. These changes shall
62 be effective for the pay period commencing July 8, 2018, with a corresponding pay date
63 of July 26, 2018.

64
65 Section 5 – Section 2-92 of the Springfield City Code, known as the ‘Salary
66 Ordinance,’ is hereby amended by funding the Merit Steps for non-union Salary Grades
67 Thirteen (13) through Sixteen (16) contained in the Law Enforcement Schedule (“LES”)
68 pay schedule, and by amending said schedule for non-union Salary Grades Thirteen
69 (13) through Sixteen (16) by the addition of a new top step for each specified grade
70 level, with the base amount of the new top step to be in the amount of two and one-half
71 percent (2 ½ %) above the base amount of the previous top step. These changes shall
72 be effective for the pay period commencing July 8, 2018, with a corresponding pay date
73 of July 26, 2018.

74
75 Section 6 – Section 2-92 of the Springfield City Code, known as the ‘Salary
76 Ordinance,’ as amended by G.O. 5089, Section 5(b), as amended by G.O. 5278,
77 Section 10(b), set out below, relating to the establishment of partial step levels above
78 the top step on the Law Enforcement Schedule (“LES”), is hereby further amended as

79 follows:

80

81 (b) By the ~~establishment~~ establishing of four (4) partial step levels, which

82 encompasses steps above the ~~current top~~ Step Eight (8) of the schedule

83 for each such position, ~~with each such partial step to represent a One~~

84 ~~Thousand, Two Hundred Dollar (\$1,200.00) increase in the base rate pay~~

85 ~~for the grade level, and by further establishing an additional increase for~~

86 ~~such positions in the amount of up to five percent (5%) in the base rate~~

87 ~~pay above the last such partial step.~~ Eligibility for each such partial step

88 increase shall be based upon meeting pre-established performance

89 standards for the employee in his job position, as may be determined and

90 approved by the Chief of Police, at his sole discretion. ~~Eligibility for the up~~

91 ~~to 5% increase shall be only~~ An employee shall only be eligible for the top

92 step after attainment by the employee of all ~~four~~ partial step increases,

93 and shall also be based upon meeting pre-established performance

94 standards by the employee in his job position, as may be determined and

95 approved by the Chief of Police, at his sole discretion. Awarding of the ~~up~~

96 ~~to 5% performance~~ top step increase shall only apply to the particular

97 budget year in which the increase was approved. The continued payment

98 of this increased amount may be discontinued if, in the sole judgment of

99 the Chief of Police, the employee's continued job performance does not

100 merit the payment of the performance increase for any subsequent year.

101 An employee shall be eligible for the first partial step only if such

102 employee has remained at the ~~current top step in grade~~ Step Eight (8) for

103 a minimum of one year, ~~as of or following the commencement of the first~~

104 ~~full pay period in December 2002.~~ In cases of promotion of employees

105 from positions in which they are on such a partial step at the time of

106 promotion, the provisions of Merit Rule 18.1 (g) shall apply.

107

108 Section 7 – This Ordinance shall be in full force and effect from and after

109 passage, except the effective dates identified in any particular section shall control over

110 the date identified herein.

111

112 Passed at meeting: _____

113

114

115 _____

116 Mayor

117

118 Attest: _____, City Clerk

119

120 Filed as Ordinance: _____

121

122

123

124 Approved as to form: Franklin Don Benjamin II, City Attorney

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126
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Approved for Council action: , City Manager

EXPLANATION TO COUNCIL BILL 2018- 153

FILED: 05-29-18

ORIGINATING DEPARTMENT: Human Resources

PURPOSE: To amend Chapter 2, Article III, Division 1 of the Code of Ordinances of the City of Springfield, Missouri, 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, the Crafts, Trades and Labor Schedule, the Fire Protection Schedule, and the Law Enforcement Schedule, by making provision for two (2) new job titles within the Professional, Administrative and Technical and Crafts, Trades and Labor Schedules; by providing pay adjustments for employees on the Professional, Administrative and Technical and Crafts, Trades and Labor Schedules, as well as for certain non-union Salary Grades in the Fire Protection and Law Enforcement Schedules; and by amending G.O. 5089, Section 5(b), as amended by G.O. 5278, Section 10(b), relating to the Law Enforcement Schedule.

BACKGROUND: This is the annual salary and benefits ordinance. It contains a recommendation related to the routine job title additions that are recommended due to department organizational changes and completed job studies.

This Ordinance also contains annual pay plan improvements and based on limited projected revenues, the City Manager is recommending the funding of the Merit Steps, as well as 2.5 percent added to create a new top step to each grade level of the schedule in the Professional, Administrative and Technical (“PAT”) and Crafts, Trades and Labor (“CTL”) salary schedules as well as for non-union Fire Protection (“FPS”) and Law Enforcement (“LES”) salary grades. These pay changes are recommended to be effective with the pay period beginning July 8, 2018, with a corresponding pay date of July 26, 2018.


Given the creation of a new top step, it is also necessary to update information relating to the LES Schedule top performance step as authorized by previous ordinance by amending G.O. 5089, Section 5(b), as amended by G.O. 5278, Section 10(b).

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 2019.


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

Submitted by:

Approved by:



Darla Morrison,
Director of Human Resources



Greg Burris,
City Manager