

## Chapter 15A

### PERSONNEL

**Section 15A-1. Establishment and Application of Policies.** [Ord. No. 467, Art. 1.; Ord. No. 2105 §2, 10-6-2009]

The personnel policy of the city as set out in this chapter is hereby established, which shall apply to all employees.

**Section 15A-2. Purpose of Chapter.** [Ord. No. 467, Art. 1]

It is the purpose of this chapter to achieve the following objectives:

- (a) To promote economy and effectiveness in the personnel services rendered to the city.
- (b) To establish and maintain a uniform system of regulations applying equally to all administrative employees of the city.
- (c) To make city service attractive as a career and to encourage each employee to render his best service to the city.

**Section 15A-3. Administration of Chapter.** [Ord. No. 467, Art. 2]

The city administrator shall administer the provisions of the personnel policy.

**Section 15A-4. Equal Employment, Etc., Opportunity.** [Ord. No. 467, Art. 1]

The city is an equal opportunity employer. All applicants for either initial job appointment or promotion are to be given equal consideration without regard to race, creed, color, religion, sex, national origin or ancestry or political affiliation. The city recognizes that more than routine adherence to regulations is necessary to prevent employee discrimination and all supervisors and employees alike must follow the regulations both in spirit and practice in order to accomplish the intended results.

**Section 15A-5. Compensation and Classification.** [Ord. No. 467, Art. 1; Ord. No. 1924 §§1 — 2, 6-20-2006]

- (a) Employees of the city are classified into the following three categories:
  - (1) *Permanent full-time.* Permanent full-time employees are those working the normal work week on a permanent basis. These employees are eligible for the entire fringe benefit package.

- (2) *Permanent part-time.* Permanent part-time employees are those working less than forty hours per week on a permanent basis. These employees are not eligible for the fringe benefit program.
  - (3) *Seasonal, temporary or part-time.* Seasonal, temporary or part-time employees are those who are employed by the city for a limited period of time, whether full-time or part-time. These employees are not eligible for the fringe benefits program.
- (b) Each employee working for the city will be assigned a job title or any combination of titles. For each job title a job description shall be provided which shall state briefly the basic purpose of the job, level of difficulty and responsibility, examples of duties and supervision given. The city administrator shall develop and revise job descriptions and titles as needed.
- (b) The following is a list of present job titles now in use, for which each present employee shall be provided a copy of the job description for their review:
- (1) Building inspector.
  - (2) City administrator.
  - (3) City clerk.
  - (4) Clerk-typist.
  - (5) Court clerk.
  - (6) Maintenance supervisor.
  - (7) Public works laborer.
  - (8) Street commissioner.
  - (9) Street laborer.
  - (10) Treasurer.
  - (11) Water and sewer commissioner.
  - (12) Account clerk.
  - (13) Any combination of the above.

Applicants for new or replacement positions shall be afforded the opportunity to review the job description for the job being applied for.

- (c) Employees' wages and salaries are subject to review at the time of their annual performance review by the city administrator.
- (d) City employees working in excess of forty hours in any one week will receive overtime pay at the rate of one and one-half times their normal rate of pay for each hour of overtime worked. All overtime hours shall be approved by the city administrator.

**Section 15A-6. Appointments and Promotions Generally.** [Ord. No. 467, Art. 1]

Appointments and promotions to all positions shall be solely on the basis of merit, which shall be determined by evaluation of the applicant's training, education, experience, physical fitness, oral interview results and, whenever practical, an examination or demonstration test. This evaluation is to be determined by the city administrator.

**Section 15A-7. (Reserved)** <sup>1</sup>

**Section 15A-8. Performance Review.** [Ord. No. 467, Art. 1.; Ord. No. 2119 §1, 5-4-2010]

Employee performance may be reviewed periodically by the city administrator, department heads or supervisors. This review may include ratings of the employee's dependability, quality of work, leadership potential, knowledge of job, judgment and other criteria deemed appropriate for the position classification being reviewed. The results of this review may be used in making decisions such as promotions, severance, pay raises, disciplinary action and other matters. In no event shall a performance review be required.

**Section 15A-9. Conduct Generally.** [Ord. No. 467, Art. 1]

It shall be the duty of each employee to maintain high standards of conduct, cooperation, efficiency, and economy in their work for the city. Whenever work habits, attitude, production or personal conduct of any employee falls below a desirable standard, supervisors should point out the deficiencies at the time they are observed. Whenever possible, oral or written warnings with sufficient time for improvement shall precede formal discipline.

**Section 15A-10. Outside Employment.** [Ord. No. 467, Art. 1]

No full time employee in the classified service shall accept outside employment, whether part-time, temporary or permanent, without prior written approval from the city administrator. Each change in outside employment shall require separate approval. Approval shall not be granted when such outside employment conflicts or interferes with the employee's municipal service. Employees may not engage in any private business or activity while on city duty.

**Section 15A-11. through Section 15A-13. (Reserved)** <sup>2</sup>

**Section 15A-14. Work Week.** [Ord. No. 467, Art. 1.; Ord. No. 2105 §4, 10-6-2009]

The normal work week for the city shall be considered to be forty (40) hours per week constituted by eight (8) hours of work a day for five (5) days in the work week, with the

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<sup>1</sup>. Editor's Note: Former Section 15A-7, Probationary Period, adopted and amended by Ord. No. 467, §1, and 10-6-2009 by §3 of Ord. No. 2105, was repealed 10-15-2013 by §1 of Ord. No. 2276.

<sup>2</sup>. Editor's Note: Former Section 15A-11, Discipline Generally, adopted by Ord. No. 467, Art. 1, former Section 15A-12, Grounds for Suspension, Demotion, etc., adopted and amended by Ord. No. 467, Art. 1, and Ord. No. 625, §1, and former Section 15A-13, Grievances, adopted by Ord. No. 467, Art. 1, were repealed 10-15-2013 by §1 of Ord. No. 2276.

exception of the police department which may establish a different schedule with the same number of annual hours as other position classifications, as approved by the board of aldermen or city administrator.

**Section 15A-15. Injuries on the Job.** [Ord. No. 467, Art. 1]

Any employee injured in the performance of his or her job must report all such injuries immediately to his or her immediate supervisor or the city administrator.

**Section 15A-16. Holidays.** [Ord. No. 467, Art. 1; Ord. No. 943 §1]

- (a) All permanent full-time employees of the city shall receive normal compensation for the holidays listed below and any other day or part of a day during which the public offices of the city shall be closed by special proclamation of the mayor with approval of the city council.
- (b) Holidays to be observed are:
  - (1) New Year's Day — January 1.
  - (2) Martin Luther King Day — Third Monday in January.
  - (3) Washington's Birthday — February 22.
  - (4) Memorial Day — Last Monday in May.
  - (5) Independence Day — July 4.
  - (6) Labor Day — First Monday in September.
  - (7) Veterans' Day — Last Monday in October.
  - (8) Thanksgiving Day — Last Thursday in November.
  - (9) Christmas Day — December 25.
  - (10) One floating holiday — To be determined annually by the city administrator.
- (c) All holidays shall be observed on the day in compliance with federal laws, when applicable.

**Section 15A-17. Vacation Leave.** [Ord. No. 467, Art. 1.; Ord. No. 1924 §§1 — 2, 6-20-2006; Ord. No. 2057 §1, 8-19-2008; Ord. No. 2069 §1, 11-18-2008]

- (a) It is the intention of the city that employees be provided vacations from their jobs, as it is beneficial to both the city and the employee through better production and effort after experiencing a rest from everyday duties.
- (b) Each permanent full-time employee will earn vacation time for each full month of employment computed from the first (1st) full calendar month of employment. Credit is given for full calendar months of employment only, not for portions.

- (c) Permanent full-time employees shall earn two weeks of vacation after twelve full calendar months of service; three weeks of vacation after sixty full calendar months or five years; and four weeks of vacation after two hundred forty full calendar months or twenty years.
- (d) All vacation time must be approved by the city administrator before it is taken and arrangements should be made to cause the least disruption to the city's work.
- (e) Sundays or any weekdays designated as an official holiday or special holiday will not be counted as a debit toward vacation time taken, should the vacation period include such a day.
- (f) An accurate record of vacation credits earned and vacation time taken shall be maintained for each employee by the city clerk.
- (g) In the case of resignation or discharge, compensation for any unused portion of vacation time accredited to the employee is at the discretion of the city administrator, but in no case can it exceed the authorized maximum accumulated credits permitted in accordance with the length of service. Payment will be made at the current salary or hourly rate.
- (h) In the event of death of an employee, compensation for any unused vacation time accredited to the employee's records shall be paid to the employee's designated beneficiary or to his or her estate. In no case can it exceed the authorized maximum accumulated credits permitted in accordance with the length of service. Payment will be made at the current salary or hourly rate.
- (i) In lieu of receiving a lump sum payment for any unused vacation time, a retiring employee may request that their accumulated vacation time be exhausted, with their official retirement date being reflected as the date all such accumulated vacation time is exhausted. No additional vacation or sick time will accrue during the term the retiring employee is exhausting their accumulated vacation time, nor shall any such retiring employee be eligible to receive annual raises, holiday pay, year end earned compensation, sick time incentives or sick time compensation.

**Section 15A-18. Sick Leave.** [Ord. No. 467, Art. 1]

- (a) Each permanent full-time employee earns sick leave credits at the rate of one day per month for each full month of employment computed from the first full calendar month of employment. Credit is given for full calendar months of employment only, not for portions.
- (b) Each full time employee is permitted to accumulate sick leave credits up to sixty days.
- (c) Sick leave with pay is granted when earned to full-time employees during periods of their absence from work in the event of their actual personal illness, injury or pregnancy. The employee shall be required to furnish proof, through doctor's statements, in writing, in order to receive paid sick leave if the sick leave taken is three consecutive days or more.

- (d) Sick leave will be granted because of pregnancy when requested by the employee or when the employee becomes unable to effectively perform her duties, when accompanied by a statement from her physician certifying pregnancy. The employee is expected to return to work upon receiving medical release from her physician.
- (e) Sunday or any weekday designated as an official holiday or special holiday will not be counted as a debit toward paid sick leave used, should the employee's absence include such a day. In the case where employees are on authorized sick leave for five consecutive working days a doctor's clearance or release must be presented to the city administrator prior to resuming work. The city administrator may require a doctor's examination in questionable cases, at the expense of the city.
- (f) An accurate record of sick leave credit earned and sick leave used shall be maintained for each full-time employee by the city clerk.
- (g) At termination of employment all accumulated sick leave shall be forfeited.

**Section 15A-19. Miscellaneous Leaves.** [Ord. No. 467, Art. 1; Ord. No. 625, §2]

- (a) *Sickness in immediate family.* Authorized absence from work resulting from serious illness in the immediate family which requires the employee's presence may be charged to the employee's accumulated, unused sick leave. The employee may be required to provide proof that the absence required his or her personal attention and care.
- (a) The authorized absence chargeable to the employee's accumulated sick leave cannot exceed four consecutive days for any one illness. If additional time is needed, the excess above four days shall be charged to vacation accredited to the employee's record. If the employee has no sick leave or vacation credits, the city administrator may grant additional necessary time without pay not to exceed ten working days.
- (a) In the event of maternity situations, the employee will be permitted authorized absence chargeable to his accumulated sick leave to admit his spouse to the hospital and await the birth of the child and authorized absence charged to his accumulated sick leave to obtain release of his wife and child from the hospital and return to his home. If other arrangements cannot be made during the interim and the employee must be off work to care for other children in the home during or after the wife's hospitalization, the absence is charged to his earned vacation.
- (a) The immediate family, for the purpose of this policy, is defined as first degree relatives (mother, father, son, daughter, sister, brother, husband and wife) or member of immediate household.
- (b) *Funeral leave.* If the deceased is an immediate member of the family, the employee may be granted paid time off, not exceeding three work days to arrange for or attend the funeral. In the event that the deceased's residence or interment is far removed from the employee's residence, the city administrator may specify the length of paid time to be allowed.

- (b) The immediate family, for the purposes of this subsection, is defined as mother, mother-in-law, father, father-in-law, son, daughter, sister, brother, husband and wife or member of immediate household.
- (b) If the deceased is a relative other than above or a close personal friend, the employee may be granted paid time off to attend the funeral not exceeding one-half work day.
- (b) If the employee is requested to take part in any funeral services, only the paid time off, sufficient to properly perform the duties, will be allowed.
- (c) *Unauthorized absence from work.* Any employee absent from work for five consecutive working days, without authorization, shall be deemed to have vacated his or her job.
- (c) The city will proceed to staff the vacated position after five consecutive working days of unauthorized absence.
- (c) No payment of wage or salary will be made for unauthorized absence.
- (c) Employees terminated under this policy shall forfeit all accumulated sick leave and vacation credits without pay.

**Section 15A-20. Health Insurance.** [Ord. No. 467, Art. 1]

The city provides health insurance for its permanent full-time employees. The city pays one hundred percent of the policy costs for the employee. Coverage for the employee's dependents is available at cost to the employee.

**Section 15A-21. Life Insurance.** [Ord. No. 467, Art. 1]

The city provides life insurance for its permanent full-time employees with the city, paying one hundred percent of the costs of the policy.

**Section 15A-22. Retirement and Pension Benefits.** [Ord. No. 467, Art. 1]

The city provides retirement and pension benefits for its permanent full-time employees through the LAGERS program.

**Section 15A-23. Tuition Reimbursement Program.** [Ord. No. 467 Art. 1; Ord. No. 1537 §1, 7-17-2001]

- (a) *Overview.* It is the policy of the City to encourage employees to increase their skills and level of education to improve their job performance, further their potential for higher level positions, and for the overall betterment of the City in helping to develop relevant knowledge and experiences which can favorably impact the expertise and efficiency with which the employee performs his or her duties and responsibilities.
- (a) Only courses from accredited traditional and non-traditional educational institutions including technical/vocational schools are eligible for tuition reimbursement

without special consideration. Classes and courses of instruction other than undergraduate and graduate college course work may receive consideration for tuition reimbursement. Such requests will be considered on an individual basis.

- (a) Only regular full-time employees are eligible for educational assistance from the City. The City will reimburse tuition costs only. Other fees and related expenses are not eligible for reimbursement. The City will only consider reimbursement requests, and will not give consideration to the advancement of funds.
- (a) Tuition shall be reimbursed at the actual per credit hour rate or the latest University of Missouri-St. Louis rate, whichever is lower.
- (b) *Request Submission.* An employee requesting to receive consideration for tuition reimbursement must first complete a "Request for Tuition Reimbursement Form". Such form shall include at a minimum the following:
  - (1) The name(s) and description of the course(s) proposed to be taken;
  - (2) The employee's declared major;
  - (3) The relevance of the employee's major and proposed course work to their position classification and the benefits the City will derive from the employee taking the course(s);
  - (4) The name of the educational institution; and
  - (5) The cost per credit hour of the proposed course work.

The completed Request for Tuition Reimbursement Form shall be approved by the employee's supervisor and department head as applicable and then directed to the City Administrator for consideration. The Request for Tuition Reimbursement Form must be approved by the City Administrator prior to the completion of the proposed courses to be eligible for consideration.

- (c) *Request Consideration.* In giving consideration to the tuition reimbursement request, the City Administrator shall review the following criteria:
  - (1) The relevance of the employee's major and/or proposed course work to their position classification.
  - (2) The manner in which the City would benefit from the employee taking the course(s).
  - (3) Available funds, both the appropriation budgeted for City-wide tuition reimbursement, as well as the overall City budget. Tuition reimbursement requests are considered in the order received, and if the overall appropriation in a particular fiscal year is depleted, this alone may be a basis for denial even if all other criteria are generally satisfied. Circumstances may also arise which could result in budget transfers which may lower initial tuition reimbursement budgetary appropriations.

The City Administrator shall indicate approval or denial of the request on the form and return same to the employee.

- (d) *Reimbursement.* The City will reimburse employees only for courses which have been satisfactorily completed. Satisfactory completion shall be a grade of "C" or better (or "pass" under the pass/fail system) for undergraduate courses, and a grade of "B" or better for graduate courses.
- (d) Following receipt of grades from satisfactorily completed courses, to receive reimbursement the employee must submit to the City Administrator:
  - (1) A copy of their report card evidencing satisfactory completion of the course(s),
  - (2) A copy of their paid receipt for the tuition cost incurred, and
  - (3) A copy of their previously approved Request for Tuition Reimbursement Form.

The City Administrator shall then forward same to the accounting personnel for reimbursement processing and payment.

- (e) *Recovery Of Tuition Reimbursement Costs.* By applying for tuition reimbursement under this program, the employee acknowledges and agrees that if they choose to leave the City's employment, they shall be required to reimburse the City for all tuition reimbursement received during their twelve (12) previous months of employment. The City reserves the right to withhold part or all of the employee's final paycheck toward such recovery and/or may give consideration to extending installment repayment terms to the employee.
- (f) *Additional Provisions.* No employee may request more than one thousand five hundred dollars (\$1,500.00) in tuition reimbursement in a single fiscal year (July first (1st) through June thirtieth (30th)).
- (f) Any denials of tuition reimbursement requests may be appealed to the City's Personnel Committee for consideration.
- (f) Class attendance or any other activities related to course work shall be on the employee's own time and may not interfere with normal work hours, nor with the performance of the employee's normal duties and responsibilities.
- (f) Additional provisions pertaining to the regulation and administration of the City's tuition reimbursement may be adopted administratively as deemed necessary.<sup>3</sup>

**Section 15A-24. Additional Rules and Regulations.** [Ord. No. 2105 §5, 10-6-2009]

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<sup>3</sup>. Editor's Note: Former Section 15A-24, Additional Rules and Regulations, adopted 10-6-2009 by §1 of Ord. No. 2105, which immediately followed this section, was repealed 10-15-2013 by §1 of Ord. No. 2276.

Department and/or position classification specific rules and regulations may be adopted and amended as approved by the board of aldermen or city administrator provided such are not in conflict with any provisions of this chapter.