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 AN ORDINANCE AMENDING THE SALARIES OF OFFICERS
 AND EMPLOYEES OF THE CITY OF VALLEY PARK, MISSOURI
 EFFECTIVE JUNE 30, 2017, AND REPEALING PRIOR
 INCONSISTENT ORDINANCES

BE IT ORDAINED, by the City of Valley Park, Missouri, as follows:

Section One

The following pay schedule is hereby adopted effective on the ____ day of June, 2017. All prior ordinances inconsistent herewith, including Ordinance _____ is hereby repealed.

ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

	<u>Annual</u>	<u>Pay Period</u>
Aldermen	\$4,800.00	Monthly
Mayor	\$9,600.00	Monthly
Marshal	\$120.00	Monthly
City Attorney	\$125.00/per hour	Monthly
Emergency Mgmt. Dir.	\$2,280.00	Monthly
Judge	\$8,400.00	Monthly
Collector	\$120.00	Monthly
Treasurer	\$1,020.00	Monthly
City Clerk/Off. Manager/HR Director	\$51,387.28 to \$59,951.83	Weekly
Public Works Director	\$49,473.51 to \$60,000.00	Weekly
Parks Coordinator	\$43,145.70 to \$52,866.97	Weekly
Prosecuting Attorney	\$8,000.00	Monthly

Administrative

	<u>Hourly Range</u>	<u>Annual</u>
Accountant/Bookkeeper	\$14.00 to \$21.00	\$29,120 to \$43,680
Sanitation Clerk/Pros Assistant	\$14.00 to \$21.00	\$29,120 to \$43,680

Street Department

	<u>Hourly Range</u>	<u>Annual</u>
Skilled Crew Coordinator	\$15.00 to \$23.00	\$31,200 to \$47,840
Skilled Mechanic	\$15.00 to \$23.00	\$31,200 to \$47,840
General Labor	\$12.00 to \$21.00	\$24,960 to \$43,680
Equipment Operator	\$15.00 to \$23.00	\$31,200 to \$47,840

Parks Department

	<u>Hourly Range</u>	<u>Annual</u>
Skilled Crew Coordinator	\$15.00 to \$23.00	\$31,200 to \$47,840
General Laborer	\$12.00 to \$21.00	\$24,960 to \$43,680
Laborer (Part Time)	\$10.00 to \$15.00	

Sanitation

	<u>Hourly Range</u>	<u>Annual</u>
Trash Crew Leader	\$15.00 to \$23.00	\$31,200 to \$47,840
Operator	\$15.00 to \$23.00	\$31,200 to \$47,840

Court

	<u>Hourly Range</u>	<u>Annual</u>
Court Clerk (PT)	\$14.00 to \$20.00	\$29,120 to \$41,600
Assistant Court Clerk/Scanning Clerk (PT)	\$14.00 to \$20.00	\$21,840 to \$31,200

The Court Clerk position is 10 hours per week and the Assistant Court Clerk/Scanning Clerk position is 30 per week

Code Enforcement

	<u>Hourly Range</u>	<u>Annual</u>
Code Enforcement Officer (PT)	Up to \$25.00	Up to \$39,000

Code Enforcement Officer position will not work more than 30 hours per week

Section Two

*** All Administrative, Street Department, Parks Department, and Sanitation employees shall be paid weekly. All Appointed and Elected Officials shall be paid as laid out above.

Any new employee will be placed on six (6) month's probation with a review every two (2) months. Salary for probationary employees is to be 80% of full pay for first three (3) months, 90% of full pay for second three (3) months, and full pay at six (6) months employment. **New employees will not receive benefits (health insurance, dental insurance, life insurance) until after completing a thirty (30) day waiting period.**

Section Three

The City Attorney shall be paid at the rate of \$125 per hour. The City attorney shall handle all duties assigned by the Mayor and/or Board. Unless otherwise instructed, the city Attorney is expected to attend two (2) Board of Aldermen meetings and one (1) Planning and Zoning Meeting on a monthly basis. The Prosecuting Attorney's compensation is based on attendance at Municipal Court together with processing information and recommendations. Time expended on appellate matters to be expended at the same rate as the City Attorney.

Section Four

All overtime and holiday pay shall be paid at an hourly rate computed by dividing the regular weekly salary by the total number of hours which an employee works during his or her normal week and multiplying said hourly rate by one and one-half (1-1/2), and shall be paid in addition to but at the same time as the regular salary payment.

Section Five

Every full time employee shall accumulate seven (7) days of sick leave for each full year of employment up to a maximum of one-hundred and twenty (120) days. Upon retirement only, accumulated sick pay will be compensated for at the 25% rate.

Section Six

All full time employees shall receive vacation time as follows:

<u>Length of Service</u>	<u>Annual</u>
1 year of service (6 months completed)	1 week
2 through 8 years	2 weeks
9 through 15 years	3 weeks
16 through 19 years	4 weeks
20 years of service and upward	5 weeks

Section Seven

All full time employees shall receive ten (10) paid holidays as set forth by the Board of Aldermen.

Section Eight

The Department Head of any department in the City may authorize no more than three (3) calendar days leave, from the date of death to the date of funeral as needed, in the event of the death of a wife, husband, mother, father, brother, sister, child, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step child, step father, step mother, mother-in-law, father-in-law, or grandparent of the employee. Such leave shall not be deducted from either sick leave or vacation leave and shall be at the discretion of the Department Head.

Section Nine

At the time of passage, the City shall prepare and attach Exhibit A to this Ordinance establishing the exact rate for each employee for that fiscal year within the established range. Any new hires will be subject to the range as laid out herein.

Section Ten

This Ordinance shall become effective from and after its passage and upon its approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2017.


Michael Pennise, Mayor

ATTEST:

William C. Hanks, City Clerk