

RULE II
General Provisions

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4 Section A. Statement of policy

- 5 1 It is the purpose of these rules to give effect to the requirements of Article VII of the St. Louis County
6 Charter. These rules shall be applied to assist the County in achieving the following objectives:
- 7 a To provide a system of personnel administration designed to increase effectiveness and promote
8 economy in the services provided by the County to its residents;
 - 9 b To offer fair and equal employment, conditions of employment, and promotional opportunities for
10 all persons without discrimination based upon race, color, age, disability, religion, sex, sexual
11 orientation, gender, gender identity or gender expression, national, ethnic or cultural origin,
12 marital status, veterans status, political affiliation, or other non-merit factors, and to appoint,
13 retain, promote or remove employees on the basis of merit and ability;
 - 14 c To provide a work environment free from sexual harassment and demonstrate values to ensure
15 consistent and equitable treatment of employees;
 - 16 d To establish and administer a uniform job classification plan based upon the duties, responsibilities
17 and functions of positions in the merit system;
 - 18 e To establish and administer a pay plan with due consideration of both employee and taxpayer,
19 based on the principle of equal pay for equal work, and to assure that the pay range is
20 proportionate to the difficulty, responsibility and qualification requirements of the work
21 performed;
 - 22 f To make the County service attractive as a career and to elicit each employee's best service to the
23 County and its residents;
 - 24 g To provide Appointing Authorities freedom of action consistent with legitimate employee security,
25 and positive employee relations.
- 26 2 The Civil Service Commission and the Personnel Director shall encourage and exercise leadership in
27 fostering change and innovation and in the practice of effective personnel administration within the
28 departments of the County. We welcome suggestions from employees and residents to the end that
29 the conditions of employment and the quality of service to the County be continually improved.

30 Section B. Application of these rules

31 These rules, authorized by the Charter and the Ordinance, shall apply to all positions in the merit
32 system.

33 Section C. Adoption of rules

34 These rules shall be approved by the Commission only after public notice and a public hearing open to
35 any resident or employee of St. Louis County.

36 Section D. Amendment of rules

37 These rules may be amended, repealed or replaced as necessary from time to time. Amendments shall
38 become effective upon approval by the Commission after public notice and public hearing. Personnel
39 actions taken prior to the effective date of new, abolished or amended rules shall be governed by the
40 rules in effect on the effective date of the action.

41 Section E. Adoption of administrative procedures

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42 The Commission may from time to time adopt, rescind or amend administrative procedures for the
43 implementation, administration and enforcement of these rules.

44 Section F. Validity of rules

45 If any part of the Charter, the Ordinance, these rules or subsequent amendments thereof is held to be
46 invalid, every other part not so held shall continue in full force and effect as if the invalid part had not
47 been included.

48 Section G. Violations of these rules

49 Any person who shall willfully or through culpable negligence violate or conspire to violate any
50 provision of these rules shall be subject to the penalties provided in the Charter, Ordinance or these
51 rules. Nothing in this section shall be construed to supplant or in any way affect any prosecution that
52 may be initiated under any other provision of public law relating to the nonfeasance, malfeasance, or
53 misfeasance of public officers.

54 Section H. Effective date of rules

55 All rules and amendments shall become effective upon the date of adoption by the Commission or
56 upon the date specified by the Commission.