



**DEPARTMENT OF PERSONNEL  
ADMINISTRATIVE REGULATION NO. 114**

**RESIDENCE REQUIREMENT**

*Effective: November 13, 2020*

**I. RESIDENCE REQUIREMENT:**

Section 2 of Article VIII of the Charter of the City of St. Louis provides that all officers and employees (non-temporary, full-time positions) must reside in the City of St. Louis on or before 120 days have elapsed after the end of an initial working test period, not to exceed one year.

The 120-calendar day period after the end of an initial working test period during which an employee must establish residence in the City of St. Louis is an absolute requirement established by the Charter which cannot be extended regardless of circumstances or reasons justifying the extension.

However, the Governor recently signed into law a change to the residency policy for certain City employees as follows:

- A. Commissioned and civilian employees of the Police Division of the City of St. Louis who are hired prior to September 1, 2023 shall not be subject to a residency requirement but **will** be required to maintain a primary residence within a one-hour response time of their place of work. If said employees are hired after August 31, 2023, they will be required to satisfy the minimum seven-year requirement of residing in the corporate limits of the City of St. Louis prior to being allowed to move outside the corporate limits of the City of St. Louis.
- B. All “public safety employees” who are hired prior to September 1, 2023 shall not be subject to a residency requirement but **will** be required to maintain a primary residence within a one-hour response time of their place of work. If said employees are hired after August 31, 2023, they will be required to satisfy the minimum seven-year requirement of residing in the corporate limits of the City of St. Louis prior to being allowed to move outside the corporate limits of the City of St. Louis. A list of all classifications of employees who are considered “public safety employees” is attached.

## **II. COMPLIANCE WITH THE RESIDENCE REQUIREMENT:**

Each appointing authority is responsible for verifying that employees who are required to reside within the City of St. Louis have moved within the corporate limits of the City on or before 120 days have elapsed after the end of his/her initial working test period. Appointing Authorities shall notify the Department of Personnel of the change of address on an Employee Status form.

If the employee is required under this regulation to reside in the corporate limits of the City of St. Louis and does not take up residence in the City on or before the 120 day period required by the Charter, the appointing authority shall conduct a pre-termination review in accordance with Department of Personnel Administrative Regulation No. 117 and, if it is found the employee has violated the residence requirement, the employee must be dismissed.

## **III. INVESTIGATIONS:**

If an appointing authority has reasonable suspicion an employee does not reside in the City of St. Louis, the appointing authority shall investigate the employee's residence in accordance with this regulation. An appointing authority shall conduct an investigation of an employee's residence upon receipt of a credible complaint an employee does not live in the City and/or receipt of verbal or written information indicating that the employees does not reside in the City. Further, appointing authorities may take proactive actions to ensure required employees are complying with the residence requirement.

Sources of verification of an employee's residence may include: Voter's Registration; Street Directory; Driver's License; Correspondence; Telephone Directory; Bank Records (Account); Utility Receipts; Insurance Policies; Visual Verification; Lease Agreement; Motor Vehicle Registration; Contract for Deed; Tax Receipts; Deed of Trust; Pictures; Affidavits, etc.

This list is neither all-inclusive, nor should any one item from this list be considered absolute proof of residence or non-residence. All available information should be taken into consideration.

State law requires tangible personal property (including, but not limited to motor vehicles) is to be declared and taxes paid in the county in which a person resides. City employees in non-temporary, full-time positions who pay personal property taxes on motor vehicle(s) to a jurisdiction other than the City of St. Louis and do not possess a waiver may be subject to dismissal for that act alone, regardless of their residency.

## **IV. WAIVER OF THE RESIDENCE REQUIREMENT:**

- A. A waiver of the residence requirement may be granted for a one-year period by the Civil Service Commission. Waiver requests will only be considered for permanent full-time positions in the classified service requiring a very high degree of specialized education or skill; and when qualified candidates who are willing to fill said positions and reside within the City of St. Louis are not reasonably available.

For positions where a residence waiver has been granted, applicants who pass an examination and who have advised the Department of Personnel they are not willing to establish residence on or before 120 days have elapsed after the conclusion of their initial working test period will not be certified until all applicants on the eligible list that are willing to meet the residence requirement have been certified.

Non-resident applicants who are on an eligible list and who have advised the Department of Personnel they are willing to establish residence with the City of St. Louis on or before 120 days have elapsed after the conclusion of their working test period will be ineligible for waiver consideration.

- B. A Request for Waiver of Residence Form must be submitted by an appointing authority in writing to the Department of Personnel prior to the date of employment of an applicant if the appointing authority is seeking a waiver of the residence requirement for said applicant. The appointing authority must provide a narrative explanation of the reason for the requested waiver. This explanation shall be sufficient in detail to provide the information necessary to fairly consider the request.

Since an employee will have 120 days from the conclusion of his/her initial working test period to meet the residence requirement if the waiver is not granted, the employee may start work prior to the request for waiver being acted on by the Civil Service Commission. The appointing authority should advise the employee in writing if the waiver is not granted by the Civil Service Commission then he/she must establish residence in the City of St. Louis on or before 120 days have elapsed after the conclusion of his/her initial working test period.

- C. Waivers can only be granted by the Civil Service Commission. The appointing authority and employee will be advised in writing of the Commission's action.
- D. All waivers of the residence requirement will expire on December 31 of each year regardless of date of approval. Requests for a waiver of residence for a non-resident employee shall be submitted by the appointing authority by November 1, of each year.
- E. An appointing authority may determine, as a matter of policy, that he/she does not wish to request a renewal of a current non-resident employee's waiver. If the appointing authority makes this determination, he/she shall give the employee and the Director of Personnel written notice of this determination by November 1. If such action is taken, it shall apply to all employees in the same situation under the appointing authority. Employees must move into the City of St. Louis immediately following the expiration of their waivers on December 31 of that same calendar year.
- F. If an employee whose waiver of residence has expired fails to immediately establish residence in the City of St. Louis, the employee shall be considered to have forfeited his/her employment and it is the responsibility of his/her appointing authority to

dismiss said employee for failure to meet the residence requirement. If the employee has permanent status, the appointing authority must first conduct a pre-termination review before the employee can be dismissed.

If you have any questions concerning this regulation, please call the Personnel Services Section at 622-3251.

DEPARTMENT OF PERSONNEL

Richard R. Frank  
Director

Attachments

**Per State Statute, the following job classes have been deemed exempt from the City Residency Requirement upon review by the Department of Personnel.**

All commissioned and civilian classifications in the Police Division

Chief Paramedic  
Deputy Chief Paramedic  
EMS Communications Supervisor  
EMS Dispatcher  
EMS Lead Dispatcher  
EMS Training Specialist  
EMT (Emergency Medical Technician)  
Paramedic  
Paramedic Crew Chief  
Paramedic Supervisor  
Physician

Registered Nurse I  
Registered Nurse II  
Nurse Practitioner

Correctional Officer I  
Correctional Officer II  
Correctional Shift Supervisor  
Correctional Chief of Security

Lifeguard  
Lifeguard Supervisor

Airport Police Captain  
Airport Police Chief  
Airport Police Lieutenant  
Airport Police Officer  
Airport Police Sergeant  
Deputy Airport Police Chief  
Telecommunicator (Department 420 - This classification serves as a dispatcher for Airport Police.)

Battalion Fire Chief  
Deputy Fire Chief  
Fire Alarm Manager  
Fire Captain  
Fire Commissioner  
Fire Equipment Dispatcher  
Fire Private  
Probationary Fire Equipment Dispatcher  
Probationary Fire Private  
Senior Fire Equipment Dispatcher

**CITY OF SAINT LOUIS  
DEPARTMENT OF PERSONNEL  
REQUEST FOR WAIVER OF RESIDENCE REQUIREMENT**

TO: DIRECTOR OF PERSONNEL  
1114 MARKET STREET ROOM 700  
ST. LOUIS, MISSOURI 63101

WAIVER OF THE RESIDENCE REQUIREMENT IS HEREBY REQUESTED FOR:

1. NAME:	2. TITLE OF POSITION:
3. ADDRESS (INCLUDE CITY, STATE AND ZIP CODE):	

4. REASON FOR REQUESTING WAIVER OF RESIDENCE (CHECK APPROPRIATE BOX):

- One-year extension for a current employee.
  
- No eligibles who are residents of the City of St. Louis or who are willing to meet the residence requirement are available for appointment to this position.  
Explain below.

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5. DEPARTMENT, DIVISION AND SECTION:	6. NAME/TITLE OF APPOINTING AUTHORITY
7. APPOINTING AUTHORITY SIGNATURE:	8. DATE

Action of Civil Service Commission:      APPROVED      DISAPPROVED

\_\_\_\_\_  
DATE                              SECRETARY, CIVIL SERVICE COMMISSION

COPY DISTRIBUTION:

- BOARD OF ALDERMEN                                       APPOINTING AUTHORITY
- EMPLOYEE     EMPLOYEE FILE