

2014 Wage and Salary Chart

WHEREAS, the Shelby County Council now finds that it is in the best interest of Shelby County, Indiana, and pursuant to legislative authority granted the County Council of Shelby, State of Indiana, by the provisions of IC 36-2-5-3 that the following pay levels be established and be in effect from December 8, 2013, through December 06, 2014, unless sooner amended. ORDINANCE NUMBER: 2013-35 - **AMENDED NUMBER 2016-21**

Skill Level	Hire-in	1Year	3 Years	5 Years	10 Years +
COMOT = Computer, Office Machine Operation, Technical					
COMOT 1	27,446	29,156	30,121	30,886	31,813
COMOT 2	25,650	27,251	28,151	28,865	29,731
COMOT 3	23,531	25,001	25,826	26,483	27,277
LTC = Labor, Trades, and Crafts					
LTC 1	34,448	36,560	37,653	38,794	39,958
LTC 2	30,921	32,810	33,777	34,794	35,838
LTC 3	26,376	27,991	28,810	29,679	30,569
LTC 4	24,017	25,483	26,253	27,047	27,858
LTC 5	19,124	20,292	20,887	21,533	22,179
Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.					
PAT = Professional, Administrative, Technological					
PAT 1	38,572	40,887	42,045	43,202	44,498
PAT 2	33,643	35,660	36,670	37,677	38,807
PAT 3	26,526	28,141	28,937	29,733	30,625
EXE = Executive					
EXE 1	59,744	63,372	66,958	68,967	71,036
EXE 2	49,365	52,327	55,289	56,948	58,656
EXE 3	45,169	47,879	50,588	52,106	53,669
POLE = Protective Occupation & Law Enforcement					
Correctional Officer	29,077	30,823	31,694	32,568	33,545
Correctional CPL		32,830	33,775	34,758	35,801
Correctional SGT		34,104	35,127	36,153	37,238
Correctional LT		34,761	35,806	36,848	37,953
Jail Cdr. CPT	35,742	39,021	40,128	41,231	42,468
Jail Matron	34,734				
Commo Officer	29,077	30,823	31,694	32,568	33,545
Asst. IDAC's Cord.		34,104	35,127	36,152	37,238
IDACS Coord.		36,152	37,237	38,320	39,470
Process Server	29,250	31,935	32,892	33,742	34,754
Court Secty SGT		36,560	37,652	38,746	39,908
Court Secty Officer	30,480	33,278	34,219	35,160	36,216

First Deputies

Salary

Clerk	31,224
Auditor	33,097
Treasurer	30,176
Assessor	29,919

Pay based on an approximate pay differential of 75% of the approved salary of the *Elected Official*.

Other Appointed Positions

Salary

Prosecutor (Deputy)	5,635
Drainage Board Member	3,401
Council President	500
Commissioner President	500
Deputy Coroner	6,000
Veterans Service Officer	16,443
Weights & Measure Insp.	12,437

Pay based on fixed amounts set forth by county council.

**Special Occupation (SO) career field
Building, Plumbing, Electrical Inspector**

This position is employee driven and contains special aspects that are unique. This could easily be treated as two separate or three part-time jobs (i.e. Plumbing inspector, electrical inspector, building inspector under PAT classification. The proposed pay is based on a combination of obtained and demonstrated skills.

<u>Level</u>	<u>Salary</u>
I	35,821
II	41,792
III	47,762

SHELBY COUNTY, INDIANA
Elected Officials

2014

GENERAL FUND ACCOUNTS

Department/Office	Salary
Clerk	41,632
Auditor	44,129
Treasurer	40,235
Recorder	37,496
Sheriff	97,393
*Surveyor	48,359
Coroner	22,660
Prosecutor	5,000
Assessor	39,892
Commissioner	21,267
Council Member	6,161
Judge	5,000

*If Surveyor is not certified, the salary is 2/3 of annual amount.

C

SHELBY COUNTY, INDIANA

2014

Miscellaneous Pay Rates:

<u>Department/Office</u>	<u>Salary</u>
Coroner's Deputies	\$150.00 Per Case
Part-Time Hourly Rates	\$7.25 - \$20.00

D

SHELBY COUNTY, INDIANA

July 1, 2013 - June 30, 2014

Community Corrections - SO (Special Occupation Career Field)

NON-GENERAL FUND ACCOUNT

Pay adjustments will be conducted annually on a program year basis and will occur on July 1st of each year, per the Community Corrections Advisory Board and County Council approval.

Position	Annual Salary	Hire - In Rate
Executive Director	56,000.00	47,927
Evidence Based Coordinator	41,228.00	37,449
Adult Case Manager 1	37,032.00	32,663
Adult Case Manager 2	33,575.00	32,663
Adult Case Manager 3	40,096.00	32,663
Community Service Coordinator	34,183.00	32,663
*Field Coordinator/Supervisor	39,213.00	32,663
Administrative Assistant	28,866.00	26,647
Employment and Education/JCM	34,183.00	32,663
Field Officer I	34,083.00	32,663
Field Officer II	34,083.00	32,663
Field Officer Float	32,578.00	32,663
CWC Assistants	27,423.00	\$17.90 hourly
BKPR / Receptionist	24,903.00	24,903
Part-Time Receptionist	8,287.00	\$13.28 hourly

**Plus stipend for position*

January 1, 2014

Probation

Pay plan is in compliance with the Indiana Judicial Conference "2014 Minimum Salary for Probation Officers" pay matrix. Years of service is based on years of probation officer experience.

Position	Years of Service	Annual Salary	Advanced Degree
Probation Officer	0-1Year	30,839	Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course or study as determined by the supervising judge and a minimum of 5 yrs. as an Indiana probation officer shall receive an additional 5% of base salary.
Probation Officer	1-2 Years	33,196	
Probation Officer	2-3 Years	36,928	
Probation Officer	3-4 Years	41,273	
Probation Officer	4-9 Years	42,618	
Probation Officer	10-14 Yrs.	46,879	
Probation Officer	15-19 Yrs	51,568	
Probation Officer	20+ Yrs.	56,723	
Chief Probation Officer	Minimum salary based on number of years of experience plus number of probation officers supervised.		NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.
Number of probation officers supervised	1-3	5,000	
	4-8	7,500	
	9-15	10,000	
	16+	15,000	
Asst. Chief Probation Officer	9-15	5,000	
	16+	10,000	
Supervisor Probation Officer	16+	5,000	

E

SHELBY COUNTY SHERIFF'S DEPARTMENT - 2014

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
0	33,503					40,882
1	34,734					42,746
2	37,192	40,177	41,742	43,116		45,665
3	39,653	42,638	44,391	45,855		48,584
4	42,112	45,096	47,000	48,608		51,516
5	44,572	47,558	49,656	51,354	53,004	54,444
6	45,466	48,450	50,596	52,325	54,005	53,861
7	46,360	49,345	51,557	53,263	54,975	56,477
8	47,254	50,218	52,429	54,221	55,964	57,499
9	48,148	51,133	53,427	55,197	56,971	58,536
10	49,043	52,028	54,284	56,009	57,776	59,523

Pay is based on external data & maintaining equity w/ the PAT job category and comparable positions in Community Corrections and Probation. Pay adjustments will be made according to the availability of funds under these grant programs.

Adult Protective Services \$39,875.00 (SO)
Victim Assistance Coordinator \$43,709.00 (SO)

F

Highway Department 2014 Wage and Salary Chart

Position Title/Classification	Hire-in	1 Year	3 Years	5 Years	10 Years +
Superintendent	50,846	53,897	56,948	58,656	60,416
Assistant Superintendent	39,729	42,114	43,306	44,498	45,833
Dispatcher	24,237	25,751	26,613	27,277	28,095
Highway Clerk	26,420	28,069	28,996	29,731	30,623
Commissioner's Executive Asst.	32,698	34,786	35,862	36,971	38,114

Highway Labor Trades and Crafts Workers

HLTC 1	35,481	37,657	38,783	39,958	41,157
HLTC 2	31,849	33,794	34,790	35,838	36,913
HLTC 3	27,167	28,831	29,674	30,569	31,486
HLTC 4	24,738	26,247	27,041	27,858	28,694

Salary for HLTC's based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.

2014 Wage and Salary Chart(s) Policies

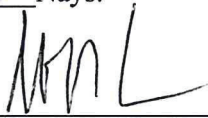
1. New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the hire-in pay rate. In the event that an applicant possesses exceptional skill and knowledge an Elected Official or Department Head may request a "Step 2" or "Step 3" placement on the pay schedule. Such requests must document equivalent training and experience and be submitted to Human Resources, the Board of Commissioners, and the County Council for approval *prior* to making an offer of employment to such applicants at the increased rate. In the event that a higher step placement is approved, the new hire will not be awarded future longevity increases until they have served the number of years of county service to where their hire-in pay rate matches the increased rate as reflected on the annual Wage and Salary Chart.
2. Longevity or "step-increases" for all pay categories is defined as years of service in Shelby County employment. Step-increases are based on the individual's anniversary date of hire and are to be computed to the closest pay period. If a person has a break in service (i.e. leaves employment, terminates, resigns, retires, etc...) with Shelby County Government and they later become re-employed, they will start over at the hire-in rate and benefits for that position. The new hire date will become the first physical day of re-employment. The step a person has achieved is retained, if there is no break in service, when they are transferred, promoted, or demoted. Longevity/step-increases will be in accordance with the 2014 Wage and Salary Chart. Regardless of the individual situation, no step increase will be approved that moves an individual's compensation level above the level indicated on the 2014 Wage and Salary Chart. If an employee has a change of status from a full-time to a part-time position he/she will retain longevity. If a person changes status from a part-time to a full-time position he/she will be considered a new-hire and will be compensated at the hire-in rate unless paragraph 1 above applies.
3. Inter-service transfer. A transfer is when a person moves within Shelby County Government from one position to another position of the same pay classification. A transfer cannot receive a pay increase. The hiring authority must insure that he/she is willing to compensate the employee at the same compensation level or the employee must be willing to take the loss in pay if the hiring authority will not or cannot match the employee's current salary.
4. All present county positions have been evaluated, approved, and accepted by the County Council. However, there may be times when it will be necessary to reclassify a position. This will normally occur when the job requirements have undergone a significant change of responsibility. This requested reclassification could either increase or decrease the classification level and the annual compensation amount. The responsibility to request a reevaluation of a position resides with the department head or elected official. It is anticipated that the department head or elected official will appreciate the responsibility that he/she has to County Government and the taxpayers in making this request and will not make frivolous requests. In accordance with the Supervisor's Personnel Manual there is an established procedure that must be followed. This includes providing the request to reclassify the position to the Human Resource Manager who will then convene the Position Factoring Committee as necessary. The Factoring Committee will conduct a review and assessment of the position description in accordance with the Factor Evaluation System (FES) and will then make its recommendation to the Board of Commissioners. The Board of Commissioners will make their determination and

H

recommendation to the County Council. By State Statute the County Council has sole authority to classify any and all positions within Shelby County Government. The determination of the County Council is final. An additional request to reevaluate the same position will not be considered unless there has been a significant change in the responsibility of the position and the subsequent rewrite of the individual job description. It should be noted that Special Occupation (S.O.) positions are not factored due to their unique and varied requirements, job descriptions, and funding avenues. For elected Surveyor position- If the elected individual is not licensed then his/her salary will be 2/3 of the amount of the current salary.

- Members of any branches of the active and in-active reserves and National Guard, who are called, voluntarily or involuntarily, to extended active duty, shall be paid a differential pay. This differential pay will be computed as the difference between their present monthly County salary and the individual's gross monthly military pay and will be paid only if their total military pay is less than their present County pay. Gross monthly military pay computation will include; Base Pay, Quarters Allowance, Rations, Separation Pay, Overseas Pay, Hazardous Duty Pay, Flight Pay, Combat Pay, Proficiency Pay, and any other type of monetary compensation received while on active duty. In order to receive differential pay the active duty service member will be required to prove his military compensation level each quarter. This differential pay will not exceed five years in duration. (NOTE: Extended active duty is defined as any time in excess of 15 days per calendar year.)

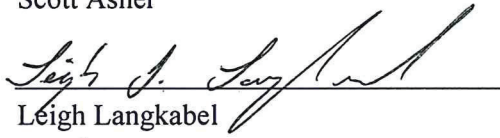
ADOPTED BY THE COMMON COUNCIL this 15th day of November, 2016, by a vote of 7 Ayes and 0 Nays.



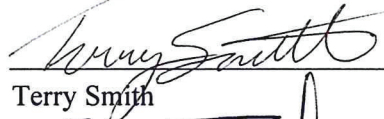
Scott Asher



Linda Sanders



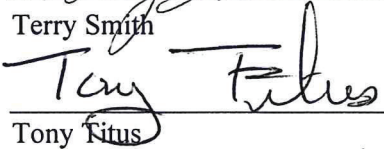
Leigh Langkabel



Terry Smith




Ryan Claxton



Tony Titus



Bryan Fisher

Attest: 
Mary Phares, Shelby County Auditor

I