

## 2015 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 7, 2014, through December 19, 2015, unless sooner amended. ORDINANCE NUMBER: 2014- 22

Skill Level	Hire-in	1Year	3 Years	5 Years	10 Years +
<b>COMOT = Computer, Office Machine Operation, Technical</b>					
COMOT 1	29,072	30,883	31,905	32,715	33,697
COMOT 2	27,169	28,865	29,818	30,574	31,492
COMOT 3	24,925	26,482	27,356	28,052	28,893
<b>LTC = Labor, Trades, and Crafts</b>					
LTC 1	36,489	38,725	39,883	41,092	42,325
LTC 2	32,752	34,753	35,777	36,855	37,961
LTC 3	27,939	29,649	30,517	31,437	32,380
LTC 4	25,439	26,993	27,808	28,649	29,508
LTC 5	20,257	21,494	22,125	22,809	23,493
Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.					
<b>PAT = Professional, Administrative, Technological</b>					
PAT 1	40,857	43,309	44,535	45,761	47,134
PAT 2	35,636	37,772	38,842	39,909	41,106
PAT 3	28,097	29,807	30,651	31,494	32,439
<b>EXE = Executive</b>					
EXE 1	63,283	67,125	70,924	73,052	75,244
EXE 2	52,289	55,426	58,564	60,321	62,131
EXE 3	47,844	50,714	53,585	55,192	56,848
<b>POLE = Protective Occupation &amp; Law Enforcement</b>					
Correctional Officer	30,799	32,648	33,571	34,497	35,532
Correctional CPL		34,775	35,775	36,817	37,921
Correctional SGT		36,124	37,208	38,294	39,443
Correctional LT		36,820	37,927	39,031	40,201
Jail Cdr. CPT	37,859	41,332	42,505	43,673	44,983
Jail Matron	36,791				
Commo Officer	30,799	32,648	33,571	34,497	35,532
Asst. IDAC's Cord.		36,124	37,208	38,293	39,443
IDACS Coord.		38,293	39,442	40,590	41,807
Process Server	30,982	33,827	34,840	35,740	36,813
Court Secty SGT		38,725	39,882	41,040	42,272
Court Secty Officer	32,285	35,249	36,245	37,243	38,361

**SHELBY COUNTY, INDIANA**

**2015**

**First Deputies**

	<u>Salary</u>
Clerk	33,073
Auditor	35,057
Treasurer	31,964
Assessor	31,691
Recorder	29,788

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

**Other Appointed Positions**

	<u>Salary</u>
Prosecutor (Deputy)	5,000
Drainage Board Member	3,602
Council President	500
Commissioner President	500
Deputy Coroner	6,000
Veterans Service Officer	17,417
Weights & Measure Insp.	13,174

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	37,943
II	44,268
III	50,591

**SHELBY COUNTY, INDIANA**  
**Elected Officials**

**2015**

**GENERAL FUND ACCOUNTS**

<b>Department/Office</b>	<b>Salary</b>
Clerk	44,097
Auditor	46,743
Treasurer	42,618
Recorder	39,717
Sheriff	97,393
*Surveyor	51,223
Coroner	24,002
Prosecutor	5,000
Assessor	42,255
Commissioner	22,527
Council Member	6,285
Judge	5,000

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

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SHELBY COUNTY, INDIANA

GENERAL FUND ACCOUNTS

<u>Department/Office</u>	<u>Salary</u>
Coroner's Deputies	\$150 Per Case

July 1, 2014 - June 30, 2015

**Community Corrections - SO (Special Occupation Career Field)**

**NON-GENERAL FUND ACCOUNT**

Pay adjustments will be conducted annually, per the Community Corrections Advisory Board and County Council approval.

Effective: 12-7-14 - 12-19-15

Position	Annual Salary	Hire - In Rate
Executive Director	57,120.00	48,886
Evidence Based Coordinator	42,052.00	38,198
Adult Case Manager 1	37,772.00	33,316
Adult Case Manager 2	34,247.00	33,316
Adult Case Manager 3	40,898.00	33,316
Adult Case Manager/Field Ofc.	34,867.00	33,316
Community Service Coordinator	34,867.00	33,316
*Field Coordinator/Supervisor	39,997.00	33,316
Administrative Assistant	29,443.00	27,180
Juvenile Case Manager	34,867.00	33,316
Field Officer I	33,316.00	33,316
Field Officer II	34,765.00	33,316
Field Officer Float(s)	\$18.26 hr.	\$18.26 hr.
Community Service Assistants	\$18.26 hr.	\$18.26 hr.
Receptionist	25,401.00	25,401
Part-Time Receptionist	\$13.55 hr.	\$13.55 hr.

*\*Plus stipend for position*

**January 1, 2015**

**Probation**

Pay plan is in compliance with the Indiana Judicial Conference "2015 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	33,319	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	35,866	
Probation Officer	2-3 Years	39,898	
Probation Officer	3-4 Years	44,591	
Probation Officer	4-9 Years	46,045	
Probation Officer	10-14 Yrs.	50,649	
Probation Officer	15-19 Yrs	55,714	
Probation Officer	20+ Yrs.	61,284	

**Chief Probation Officer**

Minimum salary based on number of years of experience plus number of probation officers supervised.

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

NOTE: The amounts for supervisory roles are in addition to the minimum salary based on years of experience.

Supervisor Probation Officer	16+	5,000
Bilingual Officer		3,000

**SHELBY COUNTY SHERIFF'S DEPARTMENT - 2015**

<b>YEAR</b>	<b>DEPUTY</b>	<b>CORPORAL</b>	<b>SERGEANT</b>	<b>LIEUTENANT</b>	<b>CAPTAIN</b>	<b>MAJOR</b>
0	35,487					43,303
1	36,791					45,278
2	39,395	42,557	44,214	45,670		48,370
3	42,002	45,163	47,020	48,571		51,462
4	44,606	47,768	49,784	51,487		54,568
5	47,212	50,375	52,597	54,395	56,143	57,668
6	48,159	51,320	53,592	55,424	57,204	57,051
7	49,106	52,268	54,610	56,418	58,231	59,822
8	50,053	53,192	55,534	57,433	59,279	60,904
9	51,000	54,162	56,592	58,466	60,346	62,003
10	51,948	55,110	57,499	59,327	61,198	63,048

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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.

<b>Adult Protective Services</b>	\$42,236.83	<b>(SO)</b>
<b>Victim Assistance Coordinator</b>	\$46,297.92	<b>(SO)</b>
<b>Investigator - Pros. Office</b>	\$35,776.00	<b>(SO)</b>

## Highway Department 2015 Wage and Salary Chart

Position Title/Classification	Hire-in	1 Year	3 Years	5 Years	10 Years +
Superintendent	53,858	57,089	60,321	62,131	63,994
Assistant Superintendent	42,082	44,608	45,871	47,134	48,548
Dispatcher	25,673	27,276	28,189	28,893	29,759
Highway Clerk	27,984	29,731	30,713	31,492	32,437
Commissioner's Executive Asst.	34,635	36,847	37,986	39,161	40,372

### Highway Labor Trades and Crafts Workers

<b>HLTC 1</b>	37,583	39,887	41,080	42,325	43,594
<b>HLTC 2</b>	33,735	35,796	36,851	37,961	39,100
<b>HLTC 3</b>	28,776	30,538	31,432	32,380	33,351
<b>HLTC 4</b>	26,203	27,802	28,642	29,508	30,393

Salary for HLTC's based on 40 hour work week. To get hourly pay, divide salary by 2160 hrs.

## 2015 Wage and Salary Chart(s) Policies

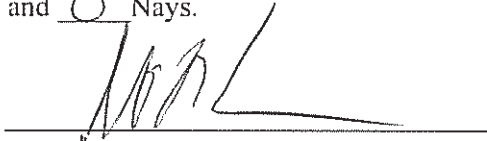
1. New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the hire-in pay rate. In the event that an applicant possesses exceptional skill and knowledge an Elected Official or Department Head may request a different placement on the pay schedule up to 5 years. Such requests must document 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 2015 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 2015 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 Director 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




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 21<sup>st</sup> day of October, 2014, by a vote of 6 Ayes and 0 Nays.

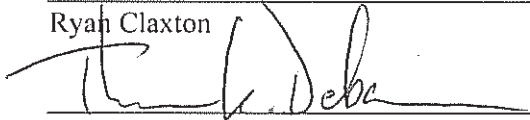


Scott Asher

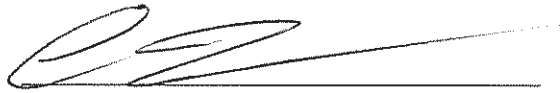


Leigh Langkabel


Ryan Claxton



Tom Debaun



Linda Sanders



Terry Smith

Tom Titus

Tony Titus

Attest:



Amy Glackman, Shelby County Auditor

## 2015 PAY PERIOD SCHEDULE

Number of Pays	Pay Period			Number of Pays Remaining	Date Payable
1	12/07/14	to	12/20/14	27	01/02/15
2	12/21/14	to	01/03/15	26	01/15/15
3	01/04/15	to	01/17/15	25	01/29/15
4	01/18/15	to	01/31/15	24	02/12/15
5	02/01/15	to	02/14/15	23	02/26/15
6	02/15/15	to	02/28/15	22	03/12/15
7	03/01/15	to	03/14/15	21	03/26/15
8	03/15/15	to	03/28/15	20	04/09/15
9	03/29/15	to	04/11/15	19	04/23/15
10	04/12/15	to	04/25/15	18	05/07/15
11	04/26/15	to	05/09/15	17	05/21/15
12	05/10/15	to	05/23/15	16	06/04/15
13	05/24/15	to	06/06/15	15	06/18/15
14	06/07/15	to	06/20/15	14	07/02/15
15	06/21/15	to	07/04/15	13	07/16/15
16	07/05/15	to	07/18/15	12	07/30/15
17	07/19/15	to	08/01/15	11	08/13/15
18	08/02/15	to	08/15/15	10	08/27/15
19	08/16/15	to	08/29/15	9	09/10/15
20	08/30/15	to	09/12/15	8	09/24/15
21	09/13/15	to	09/26/15	7	10/08/15
22	09/27/15	to	10/10/15	6	10/22/15
23	10/11/15	to	10/24/15	5	11/05/15
24	10/25/15	to	11/07/15	4	11/19/15
25	11/08/15	to	11/21/15	3	12/03/15
26	11/22/15	to	12/05/15	2	12/17/15
27	12/06/15	to	12/19/15	1	12/31/15
1	12/20/15	to	01/02/16	26	01/14/16