

2016 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 20, 2015, through December 17, 2016, unless sooner amended. ORDINANCE NUMBER: 2015-45 Amended: 2016-23

Skill Level	Hire-in	1Year	3 Years	5 Years	10 Years +
COMOT = Computer, Office Machine Operation, Technical					
COMOT 1	29,654	31,501	32,544	33,369	34,371
COMOT 2	27,713	29,442	30,415	31,186	32,122
COMOT 3	25,424	27,012	27,903	28,613	29,471
LTC = Labor, Trades, and Crafts					
LTC 1	37,219	39,500	40,681	41,914	43,171
LTC 2	33,407	35,448	36,493	37,592	38,720
LTC 3	28,497	30,242	31,127	32,066	33,028
LTC 4	25,948	27,532	28,364	29,222	30,099
LTC 5	20,662	21,924	22,567	23,265	23,963
Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.					
PAT = Professional, Administrative, Technological					
PAT 1	41,674	44,175	45,426	46,676	48,076
PAT 2	36,348	38,527	39,619	40,707	41,928
PAT 3	28,659	30,404	31,264	32,124	33,088
EXE = Executive					
EXE 1	64,548	68,468	72,343	74,513	76,748
EXE 2	53,335	56,535	59,735	61,527	63,373
EXE 3	48,801	51,729	54,657	56,296	57,985
POLE = Protective Occupation & Law Enforcement					
Correctional Officer	31,415	33,301	34,243	35,187	36,243
Correctional CPL		35,470	36,491	37,553	38,680
Correctional SGT		36,847	37,952	39,060	40,232
Correctional LT		37,557	38,685	39,811	41,005
Jail Cdr. CPT	38,616	42,158	43,355	44,546	45,883
Jail Matron	37,527				
Commo Officer	31,415	33,301	34,243	35,187	36,243
Asst. IDAC's Cord.		36,847	37,952	39,059	40,232
IDACS Coord.		39,059	40,231	41,402	42,644
Process Server	31,602	34,503	35,537	36,455	37,549
Court Secty SGT		39,500	40,679	41,861	43,118
Court Secty Officer	32,931	35,954	36,970	37,987	39,128

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SHELBY COUNTY, INDIANA
Elected Officials

2016

GENERAL FUND ACCOUNTS

Department/Office	Salary
Clerk	44,979
Auditor	47,678
Treasurer	43,470
Recorder	40,511
Sheriff	99,443
*Surveyor	52,247
Coroner	24,482
Prosecutor	5,000
Assessor	43,100
Commissioner	22,978
Council Member	6,410
Judge	5,000

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

SHELBY COUNTY, INDIANA

2016

First Deputies

	<u>Salary</u>
Clerk	33,735
Auditor	35,758
Treasurer	32,603
Assessor	32,325
Recorder	30,384

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	3,674
Council President	500
Commissioner President	500
Deputy Coroner	6,000
Veterans Service Officer	17,765
Weights & Measure Insp.	13,437

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	38,702
II	45,153
III	51,603

C

SHELBY COUNTY, INDIANA

2016

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

Assessor - Upon achieving a Level 2 certification the County Assessor will receive \$1,000 annually for this certification. Additionally, upon achieving a Level 3 certification the County Assessor will receive \$1,500 annually for this certification. Total additional compensation for a County Assessor who has achieved both their Level 2 and Level 3 certification is \$2,500 annually.

Deputy Assessor - Upon achieving a Level 2 certification a Deputy Assessor will receive \$500 annually for this certification. Additionally, a Deputy Assessor who achieves the Level 3 certification will receive \$500 annually for this certification. Total additional compensation for a Deputy Assessor who has achieved both their Level 2 and Level 3 certification is \$1,000 annually.

(Pursuant to I.C. 36-2-5-3.5)

D

SHELBY COUNTY, INDIANA

2016

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: Paydate of 01/14/2016

Position	Annual Salary	Hire - In Rate
Executive Director	55,000	50,000-55,000
Evidence Based Coordinator	33,920	33,920
Adult Case Manager 1	40,010	33,920
Adult Case Manager 2	36,275	33,920
Adult Case Manager 3	34,598	33,920
Adult Case Manager 0	36,932	33,920
Community Service Coordinator	35,290	33,920
*Field Coordinator/Supervisor	42,367	33,920
Juvenile Case Manager	33,920	33,920
Field Officer I	33,920	33,920
Field Officer II	34,598	33,920
Field Officer Float(s)	17.90-18.63	\$17.90 hr.
Community Service Assistants	\$18.63 hr.	\$17.90 hr.
Part-Time Receptionist	\$13.28 hr.	\$13.28 hr.
<i>*Plus stipend for position</i>	\$5,000 to Assistant Director Annually for Add'l duties-Stipend \$3,000 to Field Coordinator/Supervisor-Included in salary	

January 1, 2016

Probation

Pay plan is in compliance with the Indiana Judicial Conference "2016 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	0-1 Year	32,148	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	34,605	
Probation Officer	2-3 Years	38,496	
Probation Officer	3-4 Years	43,024	
Probation Officer	4-9 Years	44,426	
Probation Officer	10-14 Yrs.	48,869	
Probation Officer	15-19 Yrs	53,756	
Probation Officer	20+ Yrs.	59,130	
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	NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.
	4-8	7,500	
	9-15	10,000	
	16+	15,000	
Asst. Chief Probation Officer	9-15	5,000	E
	16+	10,000	
Supervisor Probation Officer	16+	5,000	
Bilingual Officer		3,000	

SHELBY COUNTY SHERIFF'S DEPARTMENT - 2016

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
0	36,197					44,169
1	37,527					46,183
2	40,183	43,408	45,098	46,583		49,337
3	42,842	46,067	47,961	49,542		52,491
4	45,498	48,723	50,779	52,517		55,659
5	48,157	51,383	53,649	55,483	57,266	58,822
6	49,122	52,346	54,664	56,533	58,348	58,192
7	50,088	53,313	55,703	57,547	59,396	61,019
8	51,054	54,256	56,645	58,581	60,464	62,123
9	52,020	55,245	57,723	59,635	61,553	63,243
10	52,987	56,212	58,649	60,513	62,422	64,309

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	\$43,503	(SO)
Victim Assistance Coordinator	\$49,117	(SO)
Investigator - Pros. Office	\$36,491	(SO)
Youth Assistance Coordinator	\$43,000	(SO)

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Highway Department 2016 Wage and Salary Chart

Position Title/Classification	Hire-in	1 Year	3 Years	5 Years	10 Years +
Superintendent	54,935	58,231	61,527	63,373	65,274
Assistant Superintendent	42,924	45,500	46,789	48,076	49,519
Dispatcher	26,186	27,822	28,753	29,471	30,355
Highway Clerk	28,544	30,326	31,327	32,122	33,085
Commissioner's Executive Asst.	35,328	37,584	38,745	39,944	41,179

Highway Labor Trades and Crafts Workers

HLTC 1	38,335	40,685	41,901	43,171	44,466
HLTC 2	34,410	36,512	37,588	38,720	39,882
HLTC 3	29,352	31,149	32,061	33,028	34,018
HLTC 4	26,727	28,358	29,215	30,099	31,001

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

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2016 Wage and Salary Chart(s) Policies

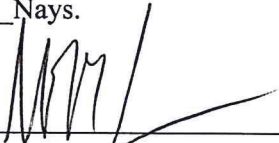
1. New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the hire-in pay rate. In the event that an applicant possesses exceptional skill and knowledge an Elected Official or Department Head may request a different placement on the pay schedule up to 5 years. Such requests must document 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 2016 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 2016 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

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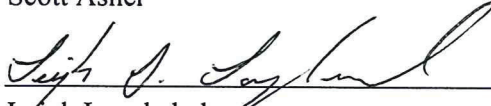
recommendation to the County Council. By State Statute the County Council has sole authority to classify any and all positions within Shelby County Government. The determination of the County Council is final. An additional request to reevaluate the same position will not be considered unless there has 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




Leigh Langkabel




Ryan Claxton



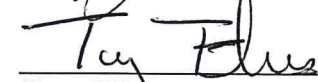
Bryan Fischer



Linda Sanders



Terry Smith



Tony Titus

Attest: 

Mary Phares, Shelby County Auditor

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