	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-029
	Subject Salary Plans for Matrix Employees	
	Special Instructions Replaces HMR-029 dated March 1, 2015	Effective Date **July 1, 2015**

I. **PURPOSE**

Establish guidelines for determining the salary of Indiana State Police (ISP) Troopers, Capitol Police Section (CPS) Officers and Motor Carrier Inspectors (MCI).

II. **POLICY**

Salaries for ISP, CPS and MCI personnel shall be determined as outlined in this procedure.

III. **PROCEDURE**

A. A salary matrix shall be published showing the salary for each rank within each classification of employees (ISP, CPS and MCI) within this procedure. Salary shall be based on the total number of years of service within the specific classification. Time spent in a non-paid status, except for military leave without pay or disability leave, shall be deducted from total time in computing years of service.

B. The salary classification for ISP Probationary Trooper, CPS Probationary Officer and MCI Trainee shall be set by the Superintendent with the approval of the State Police Board and the State Budget Agency.

C. If a former employee is re-employed within the same classification, the salary at the time of reappointment shall be the salary that coincides with the number of years of service the employee had at the time the employee last terminated employment within that classification and the rank to which the employee is appointed.

D. When an employee is promoted or demoted, the new salary shall be the salary that reflects the new rank and current years of service.

E. In no case shall the salary of an employee exceed the maximum of, or be less than the minimum of, the salary the matrix reflects for the employee's rank and years of service.

F. There shall be no salary increase involved in the designation of employees to Senior or Master status.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.