

2023 Wage and Salary Chart

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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 11, 2022, through December 09, 2023, unless sooner amended.

ORDINANCE NUMBER: 2022-32 AMENDED: 2023-04 AMENDED: 2023-21 ^{7/10/23}

Skill Level	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
COMOT = Computer, Office Operation, Technical										
COMOT 1	21.830	39,730	23.223	42,266	23.942	43,574	24.660	44,881	25.399	46,226
COMOT 2	20.005	36,408	21.281	38,731	21.939	39,929	22.597	41,127	23.275	42,361
COMOT 3	18.204	33,131	19.366	35,246	19.965	36,336	20.564	37,426	21.181	38,549

Salary based on 35 hour work week. To get hourly pay, divide salary by 1820 hrs.

LTC = Labor, Trades, and Crafts										
LTC 1	23.728	49,354	25.242	52,504	26.023	54,128	26.804	55,751	27.608	57,424
LTC 2	22.102	45,973	23.513	48,907	24.240	50,420	24.967	51,932	25.716	53,490
LTC 3- CDL	20.024	41,650	21.302	44,309	21.961	45,679	22.620	47,049	23.298	48,461
LTC 4- Non CDL	17.383	36,157	18.493	38,465	19.065	39,654	19.637	40,844	20.226	42,069
LTC 5	15.894	33,059	16.909	35,170	17.431	36,257	17.954	37,345	18.493	38,465

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

PAT = Professional, Administrative, Technological										
PAT 1		51,709		55,009		56,712		58,413		60,165
PAT 2		45,579		48,487		49,988		51,486		53,031

EXE = Executive										
EXE 1		78,437		83,143		88,133		90,776		93,498
EXE 2		68,599		72,715		77,078		79,389		81,772
EXE 3		61,054		64,717		68,599		70,659		72,777

Civilian POLE = Protective Occupation & Law Enforcement										
Correctional/Jail Officer	19.198	39,932	20.424	42,481	21.056	43,795	21.687	45,108	22.337	46,461
Correctional CPL			22.768	47,356	23.472	48,821	24.176	50,286	24.901	51,794
Correctional SGT			23.696	49,288	24.429	50,812	25.162	52,337	25.917	53,906
CO/LT/Assnt Cdr			24.957	51,910	25.729	53,516	26.500	55,120	27.296	56,776
Jail Cdr. CPT	Appointed/ Excl'd	53,857	Appointed/ Excl'd	57,295	Appointed/ Excl'd	59,068	Appointed/ Excl'd	60,839	Appointed/ Excl'd	62,665
Jail Matron	Appointed/ Excl'd	42,552	Appointed/ Excl'd	45,268	Appointed/ Excl'd	46,668	Appointed/ Excl'd	48,068	Appointed/ Excl'd	49,510
911 Telecommunicator	19.198	39,932	20.424	42,481	21.056	43,795	21.687	45,108	22.337	46,461
IDACS Coord.			23.520	48,921	24.247	50,433	24.974	51,946	25.724	53,505
Assnt. IDACS Coord.			22.109	45,986	22.792	47,406	23.476	48,830	24.180	50,294
Civil Process Server	19.074	39,674	20.292	42,206	20.919	43,512	21.547	44,817	22.193	46,160
Court Secty SGT			22.879	47,588	23.587	49,061	24.294	50,532	25.024	52,049
Court Secty Officer	19.551	40,665	20.799	43,262	21.444	44,602	22.086	45,938	22.749	47,317

Commo Officer-Team Lead = \$1,500 stipend annually on top of base pay
 911 Dispatch Supervisor = \$2,500 stipend annually on top of base pay
 Salary based on 40 hour work week. To get hourly pay, divide salary by 2080 hrs.

SHELBY COUNTY, INDIANA
Elected Officials and IT (SO)

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2023

GENERAL FUND ACCOUNTS

<u>Department/Office</u>	<u>Salary</u>
Clerk	59,757
Auditor	59,658
Treasurer	58,078
Recorder	56,116
Sheriff	119,193
*Surveyor	60,510
Coroner	28,354
Prosecutor	5,000
Assessor	57,745
Commissioner	31,144
Council Member	9,713
Judge	5,000
IT Director (SO)	145,000

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

Election Pay

Election Board Member	1,500	Per election
Clerk Stipend-Voter Registration	1,000	Per election
Machine Programming (Clerk and Election Administrator only)	3,000	Per person/per election
Machine Re-Programming per IED (Clerk and Election Administrator only)	3,000	Per person/per election
Early Voting Board-Clerks/Judges	80	Per day
Early Voting Board-Inspectors	150	Per day (Saturdays)
Precinct Board-Clerks/Judges	150	Per election
Precinct Board-Inspectors	200	Per election
Ballot Counters	50	Per election
Mechanics	250	Per election
Voting Machine Maintenance	1,000	Per year

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SHELBY COUNTY, INDIANA

2023

First Deputies

Classification

*All First Deputies are excluded from overtime/FLSA as political appointments

Political Appointment

Clerk	COMOT 1
Auditor	COMOT 1
Treasurer	COMOT 1
Assessor	COMOT 1
Recorder	COMOT 1

First Deputies' pay will follow the COMOT 1 schedule based on each First Deputy's total years of full-time employment with Shelby County.

Other Appointed Positions

Salary

Prosecutor (Deputy)	5,000
Drainage Board Member	4,427
Council President	500
Commissioner President	500
Chief Deputy Coroner	6,000
Veterans Service Officer	21,406
Weights & Measure Insp.	16,191

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	46,634
II	54,409
III	62,180

Miscellaneous Pay Rates:

<u>Department/Office</u>	<u>Salary</u>
Coroner's Deputies	\$180.00 Per Case
Part-Time Hourly Rates	\$7.25 - \$23.90
Sheriff Dept. Office staff (max of 6)	Valid IDACS Certificate \$1,500.00 stipend on file in Auditor's ofc (on top of base)

Shift Premiums:

Merit Deputy

<u>Evening Shift</u> 3 pm to 11 pm 4 pm to 12 am	.50 cents/hr
<u>Midnight Shift</u> 11 pm to 7 am 12 am to 8 am	\$1.00/hr

Correctional Officer and Jail Cook

<u>Evening Shift</u> 4 pm to 7 pm 4 pm to 8 pm 8 pm to 12 am	.50 cents/hr
<u>Midnight Shift</u> 5 am to 8 am 12 am to 8 am	\$1.00/hr

911 Telecommunicator/Dispatcher

4:00 pm to 6:30 pm	.50 cents/hr
6:30 pm to 6:30 am	\$1.00/hr

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)

SHELBY COUNTY, INDIANA

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2023

Community Corrections - Non General Fund Account

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

Effective: Paydate of 1/05/2023

Position	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
Executive Director		66,274		70,251		72,428		74,600		76,763
EBP/Deputy Director		40,874		43,326		44,669		46,375		47,719
Adult Case Mgr.	22.458	40,874	23.806	43,326	24.543	44,669	25.481	46,375	26.219	47,719
Juvenile Case Mgr.	22.458	40,874	23.806	43,326	24.543	44,669	25.481	46,375	26.219	47,719
Field Officer	22.458	40,874	23.806	43,326	24.543	44,669	25.481	46,375	26.219	47,719
CTP Case Mgr/CSC	22.458	40,874	23.806	43,326	24.543	44,669	25.481	46,375	26.219	47,719
Intake Coordinator	22.458	40,874	23.806	43,326	24.543	44,669	25.481	46,375	26.219	47,719
PT Field Officer	22.458									
PT Receptionist	15.00									

**Plus stipend \$8,000 to Deputy (Assistant) Director/EBP annually for additional duties*

**Plus stipend \$3,000 to Field Supervisor annually for additional duties*

Salary based on 35 hour work week. To get hourly pay, divide salary by 1820 hrs.

January 1, 2023
 Probation

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Pay plan is in compliance with the Indiana Judicial Conference "2023 Minimum Salary for Probation Officers" pay matrix. Years of service is based on years of Probation Officer experience.

Position	Years of Experience	Annual Salary	Advanced Degree
Probation Officer	0	38,107	
Probation Officer	1	41,021	
Probation Officer	2	45,634	
Probation Officer	3	51,001	
Probation Officer	4-9*	52,662	
Probation Officer	10-14*	57,930	
Probation Officer	15-19*	63,724	
Probation Officer	20+*	70,094	

*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.

Chief Probation Officer	Minimum salary based on number of years of experience plus number of probation officers supervised. In addition to minimum salary above	
	1-3	5,000
Number of probation officers supervised	4-8	7,500
	9-15	10,000
	16+	15,000
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Asst. Chief Probation Officer	9-15	5,000
	16+	10,000
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Supervisor Probation Officer	16+	5,000
Bilingual Officer		3,000

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

2023 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

<u>Probation Officer Base Salary</u>		<u>Administrative Stipend Based on Number of Probation Officers in the Probation Department</u>				
Years of Experience	Minimum Annual Salary	1-3	4-8	9-15	16+	
0	\$ 38,107	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 41,021					
2	\$ 45,634					
3	\$ 51,001	Assistant Chief Probation Officer*			\$5,000	\$10,000
4-9*	\$ 52,662					
10-14*	\$ 57,930					
15-19*	\$ 63,724	Supervisor Probation Officer*				\$5,000
20+*	\$ 70,094					
<p>NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.</p>						

*Probation officers having a master's or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2023 would be \$52,662. If that officer had a master's degree, then the minimum salary would be \$55,295 in 2023.

- ◆ As used in this schedule, salary means the gross salary paid to a probation officer and does not include the employer's contributions to PERF/retirement program, disability, medical or other insurance programs, or deferred compensation.
- ◆ In the years following the implementation of the schedule, the Indiana Office of Court Services will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year's budget. The salaries for all probation officers shall be adjusted to meet the schedule provided each year.
- ◆ The salary schedule was effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis. In each year following the implementation of the 2004 schedule, the revised schedules are effective January 1. Years of service are determined according to I.C. 5-10.3-7-2 for part-time probation officers.
- ◆ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ◆ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer's supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.

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SHELBY COUNTY SHERIFF'S DEPARTMENT - 2023

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
1	49,489					60,509
2	52,953	57,190	59,590	61,558		64,622
3	56,130	60,341	62,874	64,948		68,694
4	59,499	63,664	66,338	68,526		72,813
5	62,950	67,165	69,988	72,296	74,611	76,893
6	64,208	68,382	71,254	73,604	75,959	79,199
7	65,472	69,663	72,589	74,985	77,384	81,576
8	66,736	70,873	73,851	76,288	78,729	83,042
9	67,997	72,214	75,247	77,730	80,218	84,538
10	69,263	73,418	76,502	79,027	81,555	86,060

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.

APS Investigator 01	\$54,450	(SO)	(Adult Protective Services-Pros. Ofc.)
APS Investigator 02	\$52,425	(SO)	(Adult Protective Services-Pros. Ofc.)
Victim Assistance Coordinator	\$59,190	(SO)	(Prosecutor's Ofc.)
Investigator	\$43,971	(SO)	(Prosecutor's Ofc.)
Program Services Director	\$84,224	(SO)	(Probation and Community Corrections)
Drug Free Coalition Director	\$58,560	(SO)	(Drug Free Coalition)

2023 Wage and Salary Chart(s) Policies

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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 applicant 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 **fulltime** 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 level 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 2023 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 2023 Wage and Salary Chart. If an employee has a change of status from fulltime to part-time, he/she will retain longevity. If a person changes status from part-time to fulltime 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. A transfer may or may not receive a pay increase depending upon the assigned position classification. The hiring authority must ensure that he/she is willing to compensate the employee at the fulltime years of service level or the employee must be willing to take the loss in pay if the hiring authority cannot match the employee’s current salary, or years of service due to the department budget.
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 may 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 a frivolous request. There is an established procedure below that must be followed for all requests. This includes providing the request and updated job description, to reclassify the position, to the Human Resources Director between the dates of **January 1 and February 15th** and then he/she will convene the Factoring Committee. The Factoring Committee **and** the firm of Waggoner, Irwin, and Scheele will conduct a review and assessment of the updated position description in accordance with the Factor Evaluation System (FES) and will then make its recommendation to the Board of Commissioners/Council. 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. A request to reclassify the position will not


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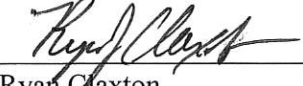
be considered unless there has been a significant change in the responsibility of the position and the subsequent rewrite of the individual job description. It should be noted that at this time Special Occupation (SO) positions are not factored due to their unique and varied requirements, job descriptions, and funding avenues. A request will ONLY be accepted for review from the dates of **January 1 through February 15th**. Any reclassification decision will be effective on the next year's budget.


- 5. 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 their 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.)
- 6. 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.
- 7. **ANY potential new position (FT or PT) regardless of the funding source, must go through the Human Resources department and Council liaison first.** HR will have the new job description factored by WIS, Inc and then convene the Wage committee for a meeting. A recommendation will then be made to have the position added (and at what classification) or denied, to the County Council and Commissioner's.
- 8. **NEW POSITION(S) APPROVED FOR 2023:** 1-FT Sheriff Merit Deputy and 1-FT 911 Telecommunicator.

ADOPTED BY THE COMMON COUNCIL this **18th day of July, 2023** by a vote of 6 Ayes and 0 Nays.


Brett Haacker



Leigh Langkabel

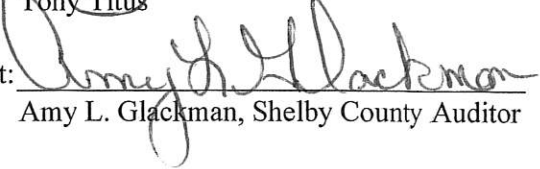

Ryan Glaxton


Kyle Barlow

Linda Sanders


Terry Smith


Tony Titus

Attest: 
Amy L. Glackman, Shelby County Auditor