

2024 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 10, 2023, through December 07, 2024, unless sooner amended. **ORDINANCE NUMBER: 2023-36, Amended 2023-41 Amended 2024-04 Amended 2024-14**

Skill Level	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
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COMOT = Computer, Office Operation, Technical

COMOT 1	22.485	40,922	23.920	43,534	24.660	44,881	25.400	46,227	26.161	47,613
COMOT 2	20.605	37,500	21.919	39,893	22.597	41,127	23.275	42,361	23.974	43,632
COMOT 3	18.750	34,125	19.947	36,303	20.564	37,426	21.181	38,549	21.816	39,705

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

LTC = Labor, Trades, and Crafts

LTC 1	24.440	50,835	26.000	54,079	26.804	55,752	27.607	57,424	28.436	59,147
LTC 2	22.765	47,352	24.218	50,374	24.968	51,933	25.716	53,490	26.488	55,095
LTC 3- CDL	20.625	42,900	21.941	45,638	22.620	47,049	23.298	48,460	23.998	49,915
LTC 4- Non CDL	17.905	37,242	19.048	39,619	19.636	40,844	20.226	42,069	20.832	43,331
LTC 5	16.371	34,051	17.416	36,225	17.954	37,345	18.493	38,465	19.048	39,619

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

PAT = Professional, Administrative, Technological

PAT 1		53,260		56,659		58,413		60,165		61,970
PAT 2		46,946		49,942		51,488		53,031		54,622

EXE = Executive

EXE 1		80,790		85,637		90,777		93,499		96,303
EXE 2		70,657		74,896		79,390		81,771		84,225
EXE 3		62,886		66,659		70,657		72,779		74,960

Civilian POLE = Protective Occupation & Law Enforcement

Correctional/Jail Officer	19.774	41,130	21.036	43,755	21.687	45,109	22.337	46,461	23.007	47,855
Correctional CPL			23.450	48,777	24.176	50,286	24.901	51,795	25.648	53,348
Correctional SGT			24.407	50,767	25.162	52,336	25.917	53,907	26.694	55,523
CO/LT/Assnt Cdr			25.705	53,467	26.501	55,121	27.295	56,774	28.115	58,479
Jail Cdr. CPT	Appointed/ Excl'd	55,473	Appointed/ Excl'd	59,014	Appointed/ Excl'd	60,840	Appointed/ Excl'd	62,664	Appointed/ Excl'd	64,545
Jail Matron	Appointed/ Excl'd	43,829	Appointed/ Excl'd	46,626	Appointed/ Excl'd	48,068	Appointed/ Excl'd	49,510	Appointed/ Excl'd	50,995
911 Telecommunicator	23.237	48,333	23.793	49,489	24.895	51,782	26.008	54,096	27.099	56,367
IDACS Coord.			25.870	53,810	27.072	56,309	28.277	58,817	29.463	61,283
Assnt. IDACS Coord.			24.318	50,581	25.447	52,930	26.581	55,289	27.695	57,605
Civil Process Server	19.646	40,864	20.900	43,472	21.547	44,817	22.193	46,162	22.858	47,545
Court Secty SGT			23.565	49,016	24.295	50,533	25.023	52,048	25.774	53,610
Court Secty Officer	20.137	41,885	21.423	44,560	22.087	45,940	22.748	47,316	23.431	48,737
Property & Evidence Mgr.	23.187	48,230	24.667	51,309	25.430	52,896	26.193	54,482	26.979	56,117

911 Team Lead & Training Supervisor = \$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; IT (so) and Board Amounts

2024

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GENERAL FUND ACCOUNTS

<u>Department/Office</u>	<u>Salary</u>
Clerk	61,550
Auditor	61,448
Treasurer	59,820
Recorder	57,799
Sheriff	128,218
*Surveyor	62,325
Coroner	29,205
Prosecutor	5,000
Assessor	59,477
Commissioner	32,078
Council Member	10,004
Judge	5,000
IT Director (SO)	150,000

**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 <i>(Clerk and Election Administrator only)</i>	3,000	Per person/per election
Machine Re-Programming per IED <i>(Clerk and Election Administrator only)</i>	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

Board Amounts

Plan Commission Board	75	Per meeting for eligible board members
BZA Board	75	Per meeting
Sheriff Merit Board	50	Per meeting
PTABOA	100	Per meeting

(Property tax appeals board of appeals)

*Attendance at a meeting is required in order to receive payment.

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	4,560
Council President	500
Commissioner President	500
Chief Deputy Coroner	6,000
Veterans Service Officer	22,048
Weights & Measure Insp.	16,677

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	48,033
II	56,041
III	64,045

Miscellaneous Pay Rates:

Department/Office	Salary
Coroner Deputies	\$186.00 Per Case
On-call deputy coroner pay	\$50 - 12 hours
On-call deputy coroner pay	\$100 - 24 hours
Part-Time Hourly Rates	\$7.25 - \$24.62
Temporary 911 Telecommunicator	\$30.00 hourly
Eff 7/21/24 through 12/07/24 - unless the 911 center is adequately staffed fulltime before the end date. Then, the part-time hourly rate defaults to the civilian pole 911 telecommunicator line.	
Sheriff Dept. Office staff (max of 6)	Valid IDACS Certificate on file in Auditor's ofc \$1,500.00 stipend (on top of base)
Health Department	Director of Nursing/Stipend \$10,000 annually

(Paid in addition to PAT 1 (Public Health Nurse/RN) salary for additional DON duties and supervision)

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)

911 Telecommunicator Retention Bonus - Approved in 2023

\$2,500 - for eligible EE's

Payable
See 2023 salary ordinance 2023-33 on 3/28/2024

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 1/04/2024

Position	Hourly	Hire-in	Hourly	1 Year	Hourly	3 Years	Hourly	5 Years	Hourly	10 Years +
Executive Director		68,262		72,359		74,601		76,838		79,066
EBP/Deputy Director		42,100		44,626		46,009		47,766		49,151
Adult Case Mgr.	23.132	42,100	24.520	44,626	25.280	46,009	26.245	47,766	27.006	49,151
Juvenile Case Mgr.	23.132	42,100	24.520	44,626	25.280	46,009	26.245	47,766	27.006	49,151
Field Officer	23.132	42,100	24.520	44,626	25.280	46,009	26.245	47,766	27.006	49,151
CTP Case Mgr/CSC	23.132	42,100	24.520	44,626	25.280	46,009	26.245	47,766	27.006	49,151
Intake Coordinator	23.132	42,100	24.520	44,626	25.280	46,009	26.245	47,766	27.006	49,151
PT Field Officer	23.132									
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, 2024
 Probation

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Pay plan is in compliance with the Indiana Judicial Conference "2024 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	41,079	
Probation Officer	1	44,221	
Probation Officer	2	49,193	
Probation Officer	3	54,979	
Probation Officer	4-9*	56,770	
Probation Officer	10-14*	62,448	
Probation Officer	15-19*	68,694	
Probation Officer	20+*	75,561	

*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	Years of Experience	Annual Salary
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
Bilingual Officer		3,000

Minimum salary based on number of years of experience plus number of probation officers supervised. In addition to minimum salary above

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

2024 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	\$ 41,079	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 44,221					
2	\$ 49,193	Assistant Chief Probation Officer*		\$5,000	\$10,000	
3	\$ 54,979					
4-9*	\$ 56,770					
10-14*	\$ 62,448	Supervisor Probation Officer*				\$5,000
15-19*	\$ 68,694					
20 +*	\$ 75,561					
NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.						

*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 2024 would be \$56,770. If that officer had a master's degree, then the minimum salary would be \$59,609 in 2024.

- ◆ 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 - 2024

YEAR	DEPUTY	CORPORAL	SERGEANT	LIEUTENANT	CAPTAIN	MAJOR
1	54,438					66,560
2	58,248	62,909	65,549	67,714		71,084
3	61,743	66,375	69,161	71,443		75,563
4	65,449	70,030	72,972	75,379		80,094
5	69,245	73,882	76,987	79,526	82,072	84,582
6	70,629	75,220	78,379	80,964	83,555	87,119
7	72,019	76,629	79,848	82,484	85,122	89,734
8	73,410	77,960	81,236	83,917	86,602	91,346
9	74,797	79,435	82,772	85,503	88,240	92,992
10	76,189	80,760	84,152	86,930	89,711	94,666

Pay is based on external data & maintaining equity with the position classification 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/Director	\$56,083	(SO)	(Adult Protective Services-Pros. Ofc.)
APS Investigator	\$54,442	(SO)	(Adult Protective Services-Pros. Ofc.)
Victim Assistance Coordinator	\$59,190	(SO)	(Prosecutor's Ofc.)
Investigator	\$45,290	(SO)	(Prosecutor's Ofc.)
Program Services Director	\$90,794	(SO)	(Probation and Community Corrections)
Drug Free Coalition Director	\$60,317	(SO)	(Drug Free Coalition)

2024 Wage and Salary Chart(s) Policies

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1. New hires in the COMOT, PAT, and EXE 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, 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 2024 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 2024 Wage and Salary Chart. If an employee has a change of status from full-time to part-time, he/she will retain longevity. If a person changes status from part-time to full-time 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 may be necessary to reclassify a position. This could occur when the position requirements have undergone a **significant change of responsibility**. The 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 an updated position 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 (Wage) Committee. The wage 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 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 be considered unless there has been a significant change in the responsibility of the position and the subsequent

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rewrite of the individual's position description. It should be noted that at this time Special Occupation (SO) positions are not factored due to their unique and varied requirements, position 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. 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 position 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 2024:** 2 FT Merit Deputies, 1 FT Property & Evidence Room Mgr., 1 FT Facilities Technician, 1 FT IT Desktop Specialist, 2 FT Non CDL Truck Drivers, 1 FT Paralegal (Pros./Stop Grant), 1 FT Health Specialist/Food (Grant)


ADOPTED BY THE COMMON COUNCIL this 16th day of July 2024 by a vote of 7 Ayes and 0 Nays.


Brett Haacker


Leigh Langkabel



Ryan Claxton


Kyle Barlow


Nick O'Connor


Terry Smith


Tony Titus

Attest: 
Amy L. Glackman, Shelby County Auditor